



AP220-T Managing Travel Expenses

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AP220-T Managing Travel Expenses

Course Overview

Employee travel reimbursements are created in the Payables module to submit employee travel related expenses. Employees must be set up as vendors in GEARS in order to submit payment requests to the State of Maryland.

The *AP220-T Managing Travel Expenses* course discusses the process used to review employee vendor information and enter and manage travel related expenses in GEARS.

Course Outline

The following sections and lessons provide information and step-by-step instructions on submitting travel reimbursement in GEARS:

- Course Audiences and Prerequisites
- Lesson 1: Reviewing Vendor Information
- Lesson 2: Entering Vouchers
- Lesson 3: Managing Voucher Processing Errors
- Lesson 4: Reviewing Voucher Information
- Course Summary

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Course Audience and Prerequisites

Audience(s)

The Judiciary audiences for this course are:

- Circuit Court - Judge's Administrative Assistants

GEARS Role(s)

This course is intended for Judiciary employees with the following GEARS role(s):

- AP Field Analyst

Prerequisites

The recommended prerequisites for this course are:

- INT100 Introduction to GEARS
- AP100 Understanding GEARS Payables

Understanding Procure to Pay

What is Procure to Pay?

Procure to pay is the transactional relationship cycle between Procurement (PO) and Payables (AP). It provides control and visibility over the entire life-cycle of a transaction from the way an item is ordered to the way that final invoice is processed - providing full insight into cash-flow and financial commitments.

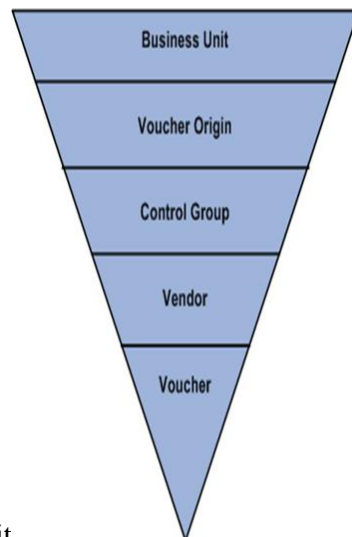
How Does Accounts Payable Work Together with Purchasing?

Accounts Payable and Purchasing work together seamlessly in various ways. They:

- generate vouchers for received goods and services
- perform 2-way or 3-way matching validation among receipts, purchase orders, and invoices
- and allow the user to view related documents and transactions across the entire procure-to-pay process chain

How Does GEARS Manage All of the Data for these Transactions?

As the two modules work together, you may wonder how the data is managed. GEARS utilizes Informational Hierarchies. The Informational Hierarchy consists of the following:



- Business Unit
- Voucher Origin
- Control Group
- Vendor
- Voucher

Each **Business Unit** acts as a separate area of control, representing an independent processing entity. For all Judiciary wide transactions, your business unit is **MDJUD**. The **Voucher Origin** is a designation to identify where the voucher data originated. The most commonly used origin is Online which is noted as **ONL**. This identifies that the vouchers was entered online and directly within the Accounts Payable module. The **Control Group** acts just as its name states. It allows control and management over an entire group rather than individual parts that make up the group. The **Vendor** is a company or it could be an individual, which supplies goods or services to

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another company (in this case the Judiciary). Finally, the **Voucher** is an electronic accounting document produced after receiving a vendor invoice. It represents an internal intent to make a payment to the vendor for goods and/or services for the amount due as noted on the invoice.

With respect to the vendor, all are contained within a centralized location called the **Vendor Master File**. It is a central, comprehensive data base file maintained by the Department of Systems and Fiscal Compliance (DBF) that contains information about vendors used to facilitate financial transactions between companies. The information includes Tax ID, payment terms, address, contacts, and payment or purchase transaction history.

There are several different voucher types that you may need to be able to recognize. They are:

- **Direct Voucher:** This is no source document.
- **Standard Receipt Voucher:** These are vouchers that require a match to an existing receipt.
- **Purchase Order (Express PO) Voucher:** These are vouchers that require a match to a local on-site procurement or corporate level purchase order.

There are steps to voucher processing worth noting. It assists with voucher dependencies and balancing functionality. The steps are to:

- Access the Voucher component.
- Search / Select an approved Vendor.
- Create vouchers online.
- View purchase order and receiver references. Be sure to associate receiver lines with voucher lines for matching.

Matching

With Accounts Payable and Purchasing working together it allows for 2-way and 3-way matching. This is important because it is an internal control within GEARS, and it ensures that you pay for only the goods and services that you order and receive. The following is a quick look at 3-way vs. 2-way matching.

Quick Reference		3-Way Matching vs. 2-Way Matching	
3-Way Matching		2-Way Matching	
Matches:		Matches:	
<ul style="list-style-type: none"> • Purchase Order • Receipt (Receiving Report) • Vendor's / Supplier Invoice 		<ul style="list-style-type: none"> • Purchase Order • Vendor's / Supplier Invoice 	
Commonly used for any goods or services that have been delivered or rendered and a receipt has been processed within the system.		Commonly used for non-item purchases for which there are no receipts that can be processed within the system.	
<ul style="list-style-type: none"> • Office Supplies • Furniture • Computers 		<ul style="list-style-type: none"> • Repair Services • Rent / Lease Agreements • Maintenance Contracts 	

What Happens to My Voucher?

Here is the basic flow of vouchers in PeopleSoft Purchasing:

Create the voucher.

- *Use the online voucher pages.*



Run the **Budget Checking** Process.

- *This process determines whether funds exist to cover the cost of the invoice.*



Run the **Matching** Process.

- *This process determines whether the appropriate source documents and unit price match the details of the invoice.*
 - *Matching and Budget checking is required prior to approval.*



Approve the voucher.

- *The voucher can require approval by your internal supervisor.*



DBF the **Reviews and Validates** the voucher.



The voucher information and corresponding documentation are sent to **GAD** for final processing by the State of Maryland.



GAD sends back the **Warrant/Payment** information within 5-30 days.

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The Structure of a Voucher

A voucher consists of (3) basic elements:

- **Header:** The Header contains high-level information about the transaction.
- **Line:** Line level information details the goods or services being purchased.
- **Distribution:** Distribution level information includes the budget and accounting details for the purchase.

Budget Checking

You can budget-check individual vouchers when you create them online, or you can budget-check multiple vouchers and voucher accounting lines in batch mode. The online version and the batch version of the Budget Processor process perform exactly the same tasks. Batch mode is recommended for efficiency, and it is required if you budget-check voucher accounting lines.

Lesson 1: Reviewing Vendor Information

Lesson Overview

Though the Systems and Fiscal Compliance unit manages vendor information, local court and Judiciary department locations have inquiry access to vendor records including the ability to search and retrieve vendor information to manage their respective Procure-to-Pay transactions. Vendor Inquiry is done through the **Review Vendor** component.

In GEARS, vendor information includes the following:

- Vendor name(s)
- Tax identification Number (TIN)
- Status, vendor class, and other basic business information that tells you what kind of vendor you are entering
- 1099 status (whether a vendor is a 1099 vendor or not)
- Physical addresses for the vendor
- A vendor's mail code (remit-to address code)

NOTES:

- When a new vendor is created and saved, the system generates a 10-digit vendor ID. The vendor's TIN is also entered as a vendor identifier in the system.
- When searching for a vendor in the system, you can use any of the data elements entered on the vendor record including the vendor ID or the vendor's TIN.
- The vendor's TIN and mail code combination is stored in the **Short Vendor Name** field in the following format: 000000000-000. For example, the **Short Vendor Name** field may display 123456789-000

Lesson Objectives

After completing this lesson, you should be able to:

- Search for vendor and review the vendor's information

1.1 Searching for Vendors

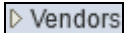



Once vendors have been established and saved, you can search for the vendor record using the **Review Vendors** search page. Use the **Review Vendors** page to search by name, short vendor name (tax identification number), vendor status, and physical location (address, city, state, zip code), among other criteria.

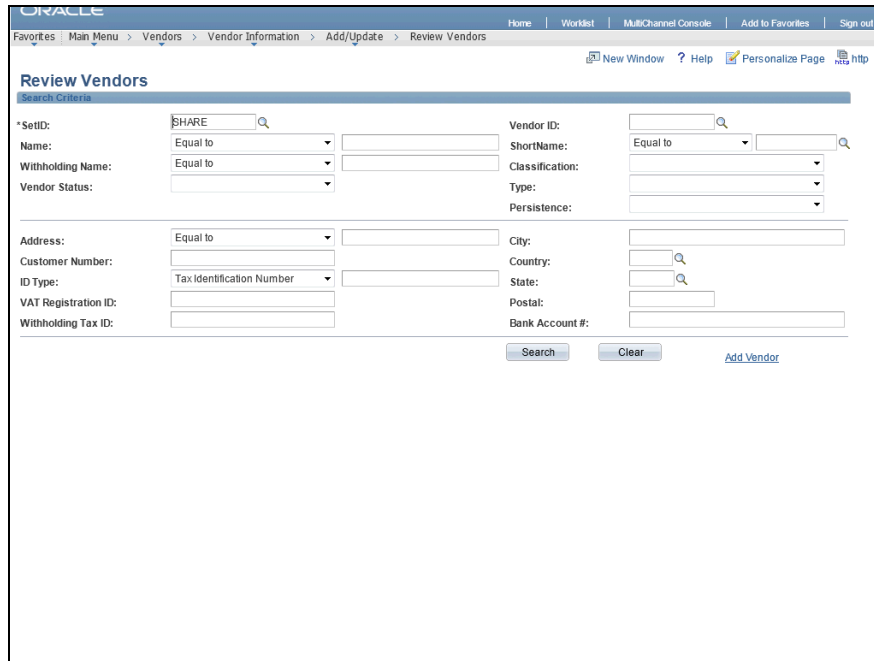
After completing this topic, you will be able to:

- Use the **Review Vendors** page to search for and review summary vendor information

Procedure

In this topic, you will search for a vendor using the **Vendor Information - Review Vendors** page.


Step	Action
1.	Navigate to the Review Vendors search page. Click the Vendors link. 
2.	Click the Vendor Information link. 
3.	Click the Add/Update link. 
4.	Click the Review Vendors link. 



The screenshot shows the Oracle 'Review Vendors' page. The breadcrumb trail is: Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors. The page title is 'Review Vendors' with a sub-header 'Search Criteria'. The search criteria are organized into two columns:

- Left Column:**
 - *SetID: [Search]
 - Name: Equal to [Dropdown] [Text Box]
 - Withholding Name: Equal to [Dropdown] [Text Box]
 - Vendor Status: [Dropdown]
 - Address: Equal to [Dropdown] [Text Box]
 - Customer Number: [Text Box]
 - ID Type: Tax Identification Number [Dropdown] [Text Box]
 - VAT Registration ID: [Text Box]
 - Withholding Tax ID: [Text Box]
- Right Column:**
 - Vendor ID: [Text Box] [Search]
 - ShortName: Equal to [Dropdown] [Text Box] [Search]
 - Classification: [Dropdown]
 - Type: [Dropdown]
 - Persistence: [Dropdown]
 - City: [Text Box]
 - Country: [Text Box] [Search]
 - State: [Text Box] [Search]
 - Postal: [Text Box]
 - Bank Account #: [Text Box]

At the bottom right, there are three buttons: 'Search', 'Clear', and 'Add Vendor'.

Step	Action
5.	<p>The Review Vendors page displays.</p> <p>The Review Vendors page is used to find and view summary vendor information and to access a vendor record to review and update, when needed.</p>
6.	<p>To begin a search, use one or more of several search options to narrow your search. When you enter less criteria the system retrieves more vendor records.</p> <p>In the top section, you may search by the following fields:</p> <ul style="list-style-type: none"> - Name - Short (Vendor) Name (Tax Identification Number and Mail Code Combination) - Vendor ID - Vendor Status - Vendor Type
7.	Use other search options including vendor address components such as Address, City, State, and Zip Code.
8.	<p>Click the Search button.</p> 

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ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

New Window ? Help Personalize Page http

Review Vendors

Search Criteria

*SetID:

Name:

Withholding Name:

Vendor Status:

Vendor ID:

ShortName:

Classification:

Type:

Persistence:

Address:

City:

Customer Number:

Country:

ID Type:

State:

VAT Registration ID:

Postal:

Withholding Tax ID:

Bank Account #:

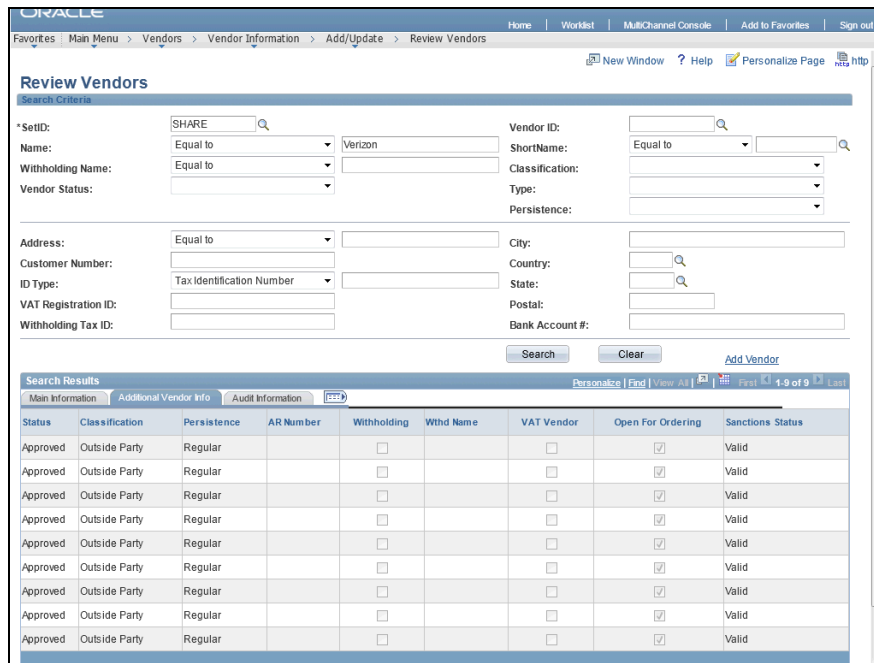
Search Results

Main Information | Additional Vendor Info | Audit Information

Personalize | Find | View All | 1 of 9 | 1 of 9 | Last

SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country	Effective Status
SHARE	0000004122	VERIZON	230397860-001	PO BOX 4832	TRENTON	NJ	USA	Active
SHARE	0000004183	VERIZON	232743964-006	PO BOX 650457	DALLAS	TX	USA	Active
SHARE	0000005278	VERIZON	520270070-000	PO BOX 17577	BALTIMORE	MD	USA	Active
SHARE	0000005279	VERIZON	520270070-001	PO BOX 28001	LEHIGH VALLEY	PA	USA	Active
SHARE	0000005281	VERIZON	520270070-004	PO BOX 660720	DALLAS	TX	USA	Active
SHARE	0000005283	VERIZON	520270070-011	PO BOX 646	BALTIMORE	MD	USA	Active
SHARE	0000005284	VERIZON	520270070-015	PO BOX 17577	BALTIMORE	MD	USA	Active
SHARE	0000005285	VERIZON	520270070-016	PO BOX 646	BALTIMORE	MD	USA	Active
SHARE	0000005286	VERIZON	520270070-019	PO BOX 4832	TRENTON	NJ	USA	Active

Step	Action
9.	<p>The Search Results grid displays a list of vendors matching your search criteria.</p> <p>The Main Information tab for the vendor(s) listed is also displayed. This tab provides basic vendor identifying information, including:</p> <ul style="list-style-type: none"> - Vendor ID - Name 1 (legal name) - Short (Vendor) Name (Vendor TIN and Mail Code combination) - Address Information - Effective Status (of the Address - Active or Inactive)
10.	<p>Click the Additional Vendor Info tab.</p> <p><input type="button" value="Additional Vendor Info"/></p>



Review Vendors

Search Criteria

*SetID:

Name:

Withholding Name:

Vendor Status:

Vendor ID:

ShortName:

Classification:

Type:

Persistence:

Address:

City:

Customer Number:

Country:

ID Type:

State:

VAT Registration ID:

Postal:

Withholding Tax ID:

Bank Account #:

Search Results

Main Information | Additional Vendor Info | Audit Information |

Personalize | Find | View All | Page 1 of 9 | Last

Status	Classification	Persistence	AR Number	Withholding	Withd Name	VAT Vendor	Open For Ordering	Sanctions Status
Approved	Outside Party	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Outside Party	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Outside Party	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Outside Party	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Outside Party	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Outside Party	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Outside Party	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Outside Party	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Outside Party	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Outside Party	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid

Step	Action
11.	<p>The Additional Vendor Info tab displays.</p> <p>The Additional Vendor Info tab includes the following information:</p> <ul style="list-style-type: none"> - Vendor's status (e.g., Approved, Denied, Unapproved (pending approval)) - Classification (type of vendor) - Persistence (frequency of use, e.g., "Regular"), - Open for Ordering status (when a vendor is approved and this flag is selected, a vendor can be used for transactions)
12.	<p>Click the Audit Information tab.</p> <div>Audit Information</div>

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ORACLE
Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Review Vendors

Search Criteria

*SetID:

Name:

Withholding Name:

Vendor Status:

Vendor ID:

ShortName:

Classification:

Type:

Persistence:

Address:

City:

Customer Number:

Country:

ID Type:

State:

VAT Registration ID:

Postal:

Withholding Tax ID:

Bank Account #:

Search Results

Main Information Additional Vendor Info Audit Information **ITTT**

Personalize | Find | View All | | Page 1 of 9 | Last

Last Activity Date	Last Modified By	Last modified date	Created By	Created Date/time
02/12/2013	AOC_CONVERSION	02/12/13 6:34PM	AOC_CONVERSION	01/25/13 9:38PM
02/12/2013	AOC_CONVERSION	02/12/13 6:34PM	AOC_CONVERSION	01/25/13 9:39PM
02/12/2013	AOC_CONVERSION	02/12/13 6:39PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:39PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:39PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:39PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:39PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:36PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:36PM	AOC_CONVERSION	01/25/13 9:43PM

Step	Action
13.	The Audit Information tab displays vendor record activity, including the user ID of who created and last modified the record and when.

ORACLE
Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Review Vendors

Search Criteria

*SetID:

Name:

Withholding Name:

Vendor Status:

Vendor ID:

ShortName:

Classification:

Type:

Persistence:

Address:

City:

Customer Number:

Country:

ID Type:

State:

VAT Registration ID:

Postal:

Withholding Tax ID:

Bank Account #:

Search Results

Main Information Additional Vendor Info Audit Information **ITTT**

Personalize | Find | View All | | Page 1 of 9 | Last

Last Activity Date	Last Modified By	Last modified date	Created By	Created Date/time
02/12/2013	AOC_CONVERSION	02/12/13 6:34PM	AOC_CONVERSION	01/25/13 9:38PM
02/12/2013	AOC_CONVERSION	02/12/13 6:34PM	AOC_CONVERSION	01/25/13 9:39PM
02/12/2013	AOC_CONVERSION	02/12/13 6:39PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:39PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:39PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:39PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:39PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:36PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:36PM	AOC_CONVERSION	01/25/13 9:43PM

Step	Action
14.	To start a new search, use the Clear button to erase your current search criteria. Then enter new search criteria, as desired.
15.	You have successfully completed the <i>Searching for Vendors</i> topic. You have learned how to: <ul style="list-style-type: none"> - Search for a vendor using the Review Vendor page - Review vendor information End of Procedure.

Lesson 2: Entering Voucher Information

Lesson Overview

A voucher is used to submit employee travel reimbursements. A non-PO is used to enter employee travel related expenses in the Payables module. Upon approval the voucher is selected for payment and is sent to the State so that payment can be made to the respective employee.

Non-PO vouchers are used to process a direct payment to an employee / vendor and does not require a source document such as a purchase order or purchase order receipt.

Lesson Objectives

After completing this lesson, you should be able to:

- Identify steps in the voucher entry process
- Identify voucher statuses
- Define a non-PO voucher
- Create a voucher for an employee travel reimbursement
- Submit the reimbursement voucher for approval
- Update a reimbursement

2.1 Understanding Voucher Entry

Generally, voucher entry and processing includes the following steps:

1. Create and save the voucher
2. Process the voucher
3. Approve the voucher within court or department
4. Create and process voucher control groups (DBF Only)
5. Post vouchers (DBF Only)
6. Generate General Ledger journals (DBF Only)

The table below describes each step in the voucher entry process.

Voucher Step	Description
1. Create and save voucher	A voucher is created either through online entry.
2. Process voucher	<p>Local court and Judiciary departments run on-demand (immediate) processes to prepare the voucher for approval and posting. These processes include:</p> <ul style="list-style-type: none"> • Matching: compares voucher lines with referenced purchase order and receipt lines to verify that what was ordered is being paid. This process is also referred to as three-way matching. • Budget Checking: validates accounting information • Document Tolerance: verifies that the amount of the voucher lines copied from a purchase order line does not exceed the defined tolerance percentage/amount <p>NOTE: Non-purchase order vouchers only require Budget Checking.</p>
3. Approve voucher	<p>Vouchers are approved within the court or department that the voucher was originated. Voucher approval routings vary for the following voucher types:</p> <ul style="list-style-type: none"> • Employee Re-imbursements • Local Courts • Judicial Information Systems (JIS)
4. Create and review voucher control groups (DBF)	<p>Once voucher have been processed, the DBF Accounts Payable Supervisor creates voucher control groups and submits them for review by the designated DBF personnel.</p> <p>Voucher accounting lines and attached documentation are verified in the control group. Corrections are made, if needed. The control group can also be deleted, if applicable.</p>
5. Post vouchers (DBF)	After the voucher control group has been verified, vouchers are then posted using the Voucher Post process. This process creates accounting entries and posts them to the Payables module.
6. Generate General Ledger journals (DBF)	Once voucher accounting entries are created and posted in Payables, the Journal Generator process is run by DBF to create corresponding General Ledger Journal entries.

2.2 Understanding Voucher Statuses

Vouchers go through several stages from initial entry to payment to posting. GEARS Payables tracks these stages using various statuses. The following status types relate to various actions and processes that can be run on a travel reimbursement voucher:

- Entry status
- Approval status
- Budget status
- Voucher Post status

This topic discusses the stages and statuses that a voucher in GEARS may have from voucher entry to processing the voucher for approval and posting. After completing this topic, you will be familiar with:

- Various statuses that a voucher can have during processing

You can review voucher statuses on the **Summary** page of a voucher. The voucher **Summary** page is displayed below.

Summary		Related Documents		Invoice Information		AOC MD Payment		Payments		Voucher Attributes		Error Summary	
Business Unit:	MDJUD	Invoice Date:	02/13/2013										
Voucher ID:	00000084	Invoice No:	expreimb01										
Voucher Style:	Regular	Invoice Total:	300.10	USD									
Contract ID:													
Vendor Name:	SITAR, TAMMY 509 VICTORIA DR STEVENSVILLE, MD 21666-0000					Pay Terms:	Due Now						
						Voucher Source:	Online						
Entry Status:	Postable	Origin:	ONL										
Match Status:	No Match	Created:	02/13/2013										
Approval Status:	Approved	Created By:	elisha.archibold										
Post Status:	Posted	Modified:	02/13/2013										
						Modified By:	elisha.archibold						
Doc Tol Status:	Valid	ERS Type:	Not Applicable										
Budget Status:	Valid	Close Status:	Open										
Budget Misc Status:	Valid												
*View Related	Payment Inquiry <input type="button" value="Go"/>												
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/>													
Summary Related Documents Invoice Information AOC MD Payment Payments Voucher Attributes Error Summary													

Reviewing Voucher Statuses

The following table illustrates the values for each voucher status - before and after processing. The statuses are listed in the order that they would occur:

Status Type	Process	Initial Status	Post-Processing Statuses
Entry Status	Voucher Entry	<i>Open</i>	<ul style="list-style-type: none"> • <i>Postable</i>: Voucher passed all system validations and can be posted. • <i>Recycle</i>: There are errors that must be corrected before the voucher can be posted. • <i>Deleted</i>: The voucher has been deleted.
Approval Status	Voucher Approval	<i>To Be Approved</i>	<ul style="list-style-type: none"> • <i>Pending</i>: The voucher is awaiting approval. • <i>Approved</i>: The voucher has been approved by an authorized user. • <i>Denied</i>: The voucher has been denied by an approver in the approval workflow. The voucher should be updated or canceled (by authorized DBF user).
Budget Status	Budget Checking	<i>Not Checked</i>	<ul style="list-style-type: none"> • <i>Valid</i>: All voucher lines and distributions have passed budget validations. • <i>Exceptions (Error)</i>: There are budget exceptions on one or more voucher distributions that must be corrected.
Post Status	Voucher Posting	<i>Not Posted</i>	<ul style="list-style-type: none"> • <i>Posted</i>: Accounting entries have been created and posted to the Payables module.

2.3 Reviewing a Voucher

A voucher contains several tabs / pages which provide summary and details, including:

- Summary tab
- Related Documents
- Invoice Information
- Payment
- MD AOC Payment
- Errors

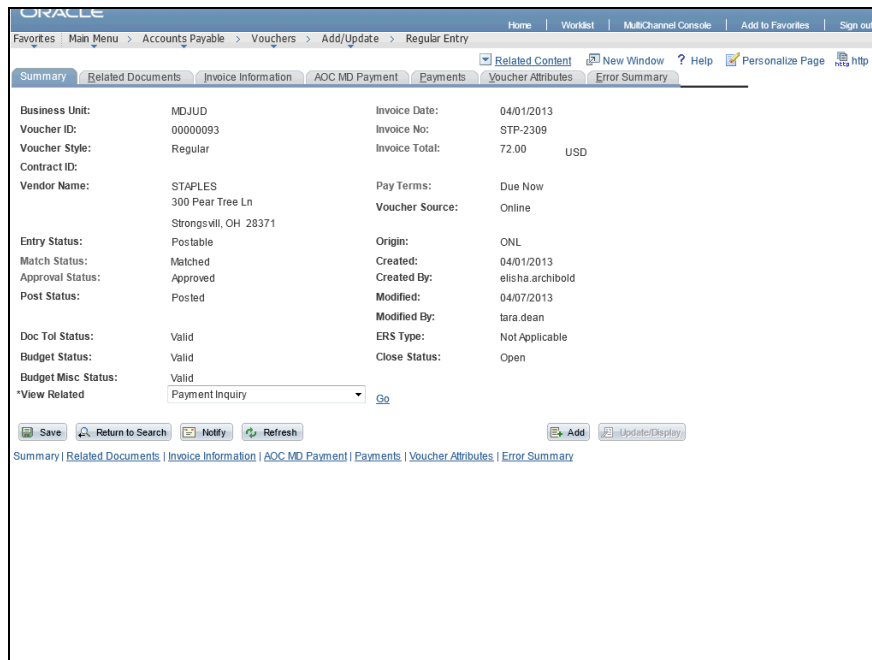
In this topic you will review the pages within the voucher component.

After completing this topic, you will have reviewed the following information within the voucher component:

- Voucher statuses
- Voucher summary information
- Voucher related transaction information
- Invoice information
- Payment reference information from the State of Maryland General Accounting Division (GAD)
- Payment options (e.g., payment method, hold options, payment messages)
- Payment schedule options (e.g., scheduling payments vs. recording manual payments)
- Voucher errors that may occur during the **Voucher Build** process

Procedure

In this topic, you will review the pages within the voucher entry component.



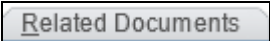
The screenshot shows the Oracle AP220-T Managing Travel Expenses interface. The top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. The main menu path is: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The 'Related Content' tab is selected, showing a summary of the voucher details.

Business Unit:	MDJUD	Invoice Date:	04/01/2013
Voucher ID:	00000093	Invoice No:	STP-2309
Voucher Style:	Regular	Invoice Total:	72.00 USD
Contract ID:			
Vendor Name:	STAPLES 300 Pear Tree Ln Strongsville, OH 28371	Pay Terms:	Due Now
		Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	Matched	Created:	04/01/2013
Approval Status:	Approved	Created By:	elisha.archibold
Post Status:	Posted	Modified:	04/07/2013
		Modified By:	tara dean
Doc Tot Status:	Valid	ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		

*View Related: [Go](#)

Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display

Summary | [Related Documents](#) | [Invoice Information](#) | [AOC MD Payment](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Step	Action
1.	<p>The Summary page of the voucher lists a summary of the voucher gross amount, payment terms, source, status, information about the user that last modified the voucher and when, and links to related information.</p> <p>The Summary page only displays after a voucher is saved.</p>
2.	<p>The voucher statuses display in the bottom left corner of the page including:</p> <ul style="list-style-type: none"> - Entry Status - Approval Status - Budget Status - Post Status
3.	<p>You can review when the voucher was created, by whom, and when it was last modified.</p>
4.	<p>Click the Related Documents tab.</p> 

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Related Content | New Window | Help | Personalize Page | http

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Business Unit: MDJUD Invoice No: STP-2309 Action:
 Voucher ID: 00000093 Invoice Date: 04/01/2013
 Voucher Style: Regular Voucher
 Vendor ID: 000000009

Run

Payment Details

Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Vendor	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
Requested for Payment	04/01/2013		SHARE	0000000009		1 CHK	72.00		USD

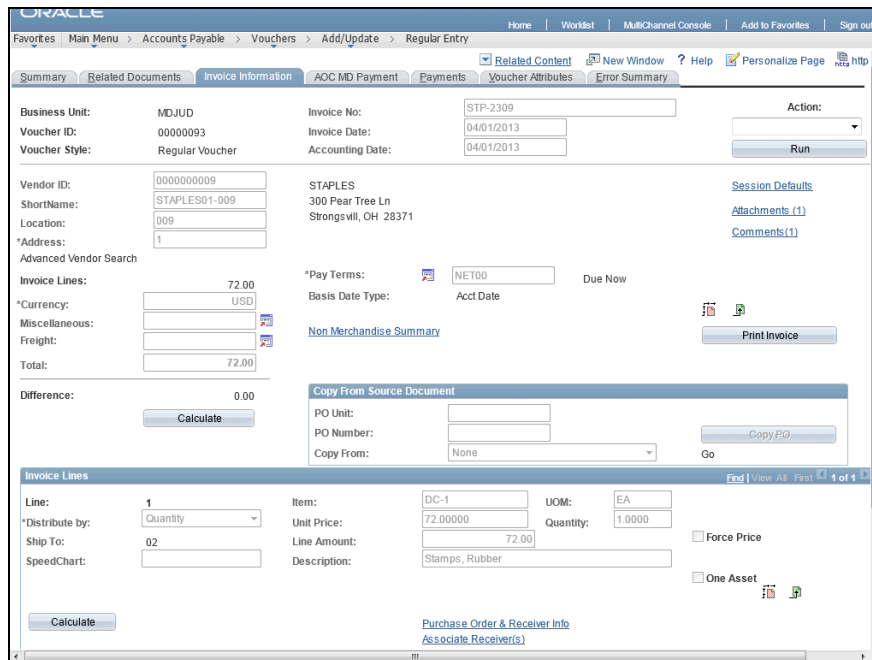
Voucher Line - PO Information

Voucher Line - Receiver Information

Save | Return to Search | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Step	Action
5.	<p>The Related Documents page displays.</p> <p>This page displays documents that have been associated with the voucher, including payments.</p>
6.	<p>The Payment Details section displays actual payment information for payments disbursed by the Judiciary (e.g., Return of Escrow payments). This information includes the status, scheduled pay date, payment method, and paid amount.</p> <p>NOTE: Payment information for State issued warrants is displayed on the AOC MD Payment page.</p>
7.	<p>Click the Invoice Information tab.</p> <div>Invoice Information</div>



Step	Action
8.	<p>The Invoice Information page displays.</p> <p>Use the Invoice Information page to enter/update voucher header, line, and distribution (accounting) information.</p>
9.	<p>The voucher header contains high-level information about the voucher including, the voucher ID, invoice number and date, accounting date, vendor information, and the total amount of the voucher.</p>
10.	<p>Voucher attachments and comments are added in the voucher header.</p> <p>Add attachments or comments using the corresponding links in the header. The number of attachments or comments added is indicated next to the hyperlink.</p> <p>In this example, one attachment and one comment has been added.</p>
11.	<p>The Accounting Date field for the voucher displays beneath the Invoice Date field at the top on the page.</p> <p>The Accounting Date is used to determine the date the transaction will be posted to the General Ledger. This date defaults to the current date.</p>
12.	<p>The payment terms default in the Pay Terms field. Use the Look up button to identify different payment terms, if applicable.</p>
13.	<p>Every voucher must contain at least one invoice line to be saved.</p> <p>Line information is entered or copied to into the Invoice Lines section of the voucher.</p>

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Step	Action
14.	<p>In the Invoice Lines section, the Distribute By field is required and defaults as "Amount." This indicates that you will distribute the cost of the line item by amount rather than quantity.</p> <p>If applicable, you can select "Quantity" to distribute the cost of the line item by quantity. This is applicable only to non-PO vouchers.</p> <p>NOTE: If a voucher is created from a purchase order (PO) or PO receipt, the voucher lines will default with the attributes of the purchase order lines. You cannot change the Distribute By method.</p>
15.	Each invoice line must have at least one distribution line (funding source).
16.	<p>In the Distribution Lines section, the following Chartfield information displays on the GL Chart tab:</p> <ul style="list-style-type: none"> - Account - Batch Agency - Fund - Program - Appropriation Number - Appropriation Year - Program Cost Account (PCA) - Project Business Unit (Grants and Capital Projects) - Project ID (Grants and Capital Projects) - Activity (Grants and Capital Projects)
17.	<p>Click the AOC MD Payment tab at the bottom of the page.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">AOC MD Payment</div>

The screenshot displays the Oracle AP220-T Managing Travel Expenses interface. The top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. The main menu shows Accounts Payable > Vouchers > Add/Update > Regular Entry. The AOC MD Payment tab is selected, showing a summary of voucher information and a table of state payments and adjustments.

Voucher Information:

- Business Unit: MDJUD
- Voucher ID: 00000093
- Voucher Style: Regular Voucher
- Invoice No: STP-2309
- Invoice Date: 04/01/2013
- Gross Invoice Amount: 72.00
- State Status: Add/Update Comments
- Ref. Document Number: AOC Vendor ID: STAPLES01-009
- Archive Reference No.: Vendor: STAPLES

State Payments Table:

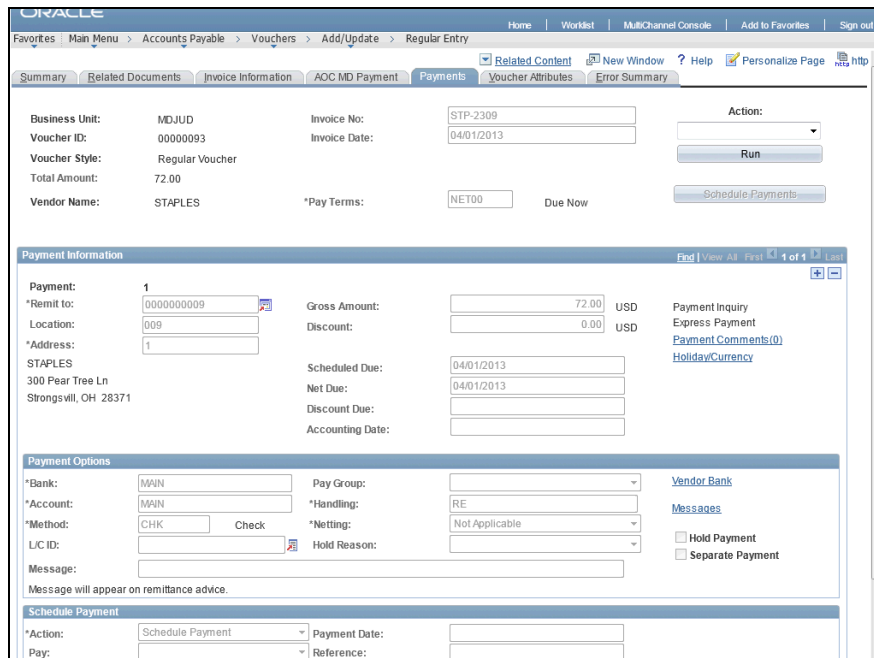
Received Date	Payment Status	Warrant Date	Trans Type	Transaction Description	Warrant Number	Payment Method	Offset Amount	Warrant Amount
1								

State Adjustments Table:

Received Date	Trans Type	Transaction Description	Adjustment Amount	Adjustment Date	Adjustment Number	Invoice Description
1						

At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display. The bottom navigation bar shows the current path: Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary.

Step	Action
18.	<p>The AOC MD Payment page displays payment details transmitted to the Judiciary by the State of Maryland General Accounting Division (GAD).</p> <p>Users with access to the voucher entry component can view this payment reference information.</p>
19.	<p>At the top of the page, you can view the following payment information for the voucher:</p> <ul style="list-style-type: none"> - Archive Reference Number (ARN) related to the warrant - State Status which indicates: <ol style="list-style-type: none"> 1) delivery of payment request to the State displayed as "Submitted to State (TRN)", or 2) the receipt of payments details from the State displayed as "Paid by State (HX)" <p>In this example, a payment request for the voucher has not been sent to the State; therefore, no information is available.</p>
20.	<p>In the State Payments and State Adjustments sections the following information is available when payment reference information is received from the State:</p> <ul style="list-style-type: none"> - Warrant information (warrant number, date, payment method amount, etc.) - Transactional activity including adjustments, stop payments, re-issues, voided warrants



The screenshot shows the Oracle AOC MD Payment page. The top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The page has several tabs: Summary, Related Documents, Invoice Information, AOC MD Payment (selected), Payments, Voucher Attributes, and Error Summary. The main form area contains the following fields:

- Business Unit:** MDJUD
- Voucher ID:** 000000093
- Voucher Style:** Regular Voucher
- Total Amount:** 72.00
- Vendor Name:** STAPLES
- Invoice No:** STP-2309
- Invoice Date:** 04/01/2013
- *Pay Terms:** NET00
- Due Now**
- Action:** Run (button)
- Schedule Payments** (button)

Payment Information section:

- Payment:** 1
- *Remit to:** 0000000009
- Location:** 009
- *Address:** 1
- STAPLES**
300 Pear Tree Ln
Strongsville, OH 28371
- Gross Amount:** 72.00 USD
- Discount:** 0.00 USD
- Scheduled Due:** 04/01/2013
- Net Due:** 04/01/2013
- Discount Due:**
- Accounting Date:**

Payment Options section:

- *Bank:** MAIN
- *Account:** MAIN
- *Method:** CHK (selected), Check
- L/C ID:**
- Message:**
- Message will appear on remittance advice.**
- Pay Group:**
- *Handling:** RE
- *Netting:** Not Applicable
- Hold Reason:**
- Vendor Bank** (link)
- Messages** (link)
- Hold Payment** (checkbox)
- Separate Payment** (checkbox)

Schedule Payment section:

- *Action:** Schedule Payment
- Payment Date:**
- Pay:**
- Reference:**

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Step	Action
21.	<p>You have successfully completed the <i>Reviewing a Voucher</i> topic.</p> <p>You have reviewed with the following topics and concepts:</p> <ul style="list-style-type: none">- Viewing voucher summary information- Viewing voucher related transaction information- Viewing invoice information- Viewing payment information from the State of Maryland General Accounting Division (GAD) <p>End of Procedure.</p>




2.4 Submitting an Employee Reimbursement-Expense Voucher

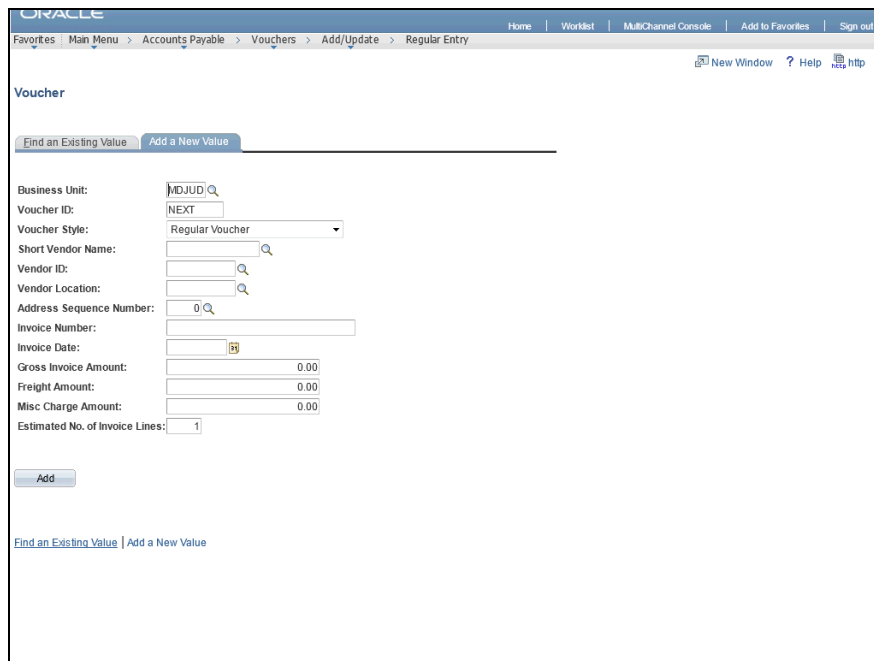
After completing this topic, you will be able to:

- Create a reimbursement voucher
- Add scanned invoices and other documentation, as needed
- Budget Check a voucher
- Submit a voucher for reimbursement

Procedure

In this topic, you will learn how to submit a reimbursement voucher.

Step	Action
1.	Scroll down to the Accounts Payable link. Click the scrollbar.
2.	Click the Accounts Payable link. 
3.	Click the Vouchers link. 
4.	Click the Regular Entry link. 




The screenshot shows the Oracle AP220-T Voucher form. The breadcrumb trail at the top reads: Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The form title is "Voucher". Below the title are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is active. The form contains the following fields:

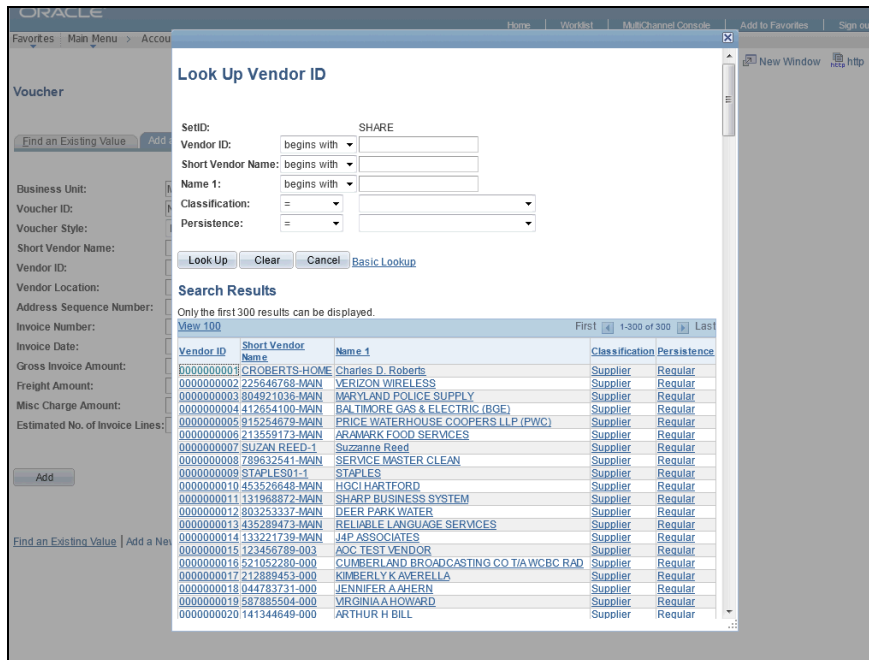
- Business Unit: MDJUD
- Voucher ID: NEXT
- Voucher Style: Regular Voucher (dropdown menu)
- Short Vendor Name: (empty field with search icon)
- Vendor ID: (empty field with search icon)
- Vendor Location: (empty field with search icon)
- Address Sequence Number: 0 (empty field with search icon)
- Invoice Number: (empty field)
- Invoice Date: (empty field with calendar icon)
- Gross Invoice Amount: 0.00
- Freight Amount: 0.00
- Misc Charge Amount: 0.00
- Estimated No. of Invoice Lines: 1

At the bottom of the form is an "Add" button. Below the form, there are two links: "Find an Existing Value" and "Add a New Value".

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Step	Action
5.	<p>The Voucher search page displays.</p> <p>Click the Look up Vendor ID button.</p> 



Look Up Vendor ID

SetID: SHARE

Vendor ID: begins with

Short Vendor Name: begins with

Name 1: begins with

Classification: =

Persistence: =

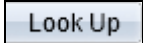

Look Up Clear Cancel Basic Lookup

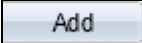
Search Results

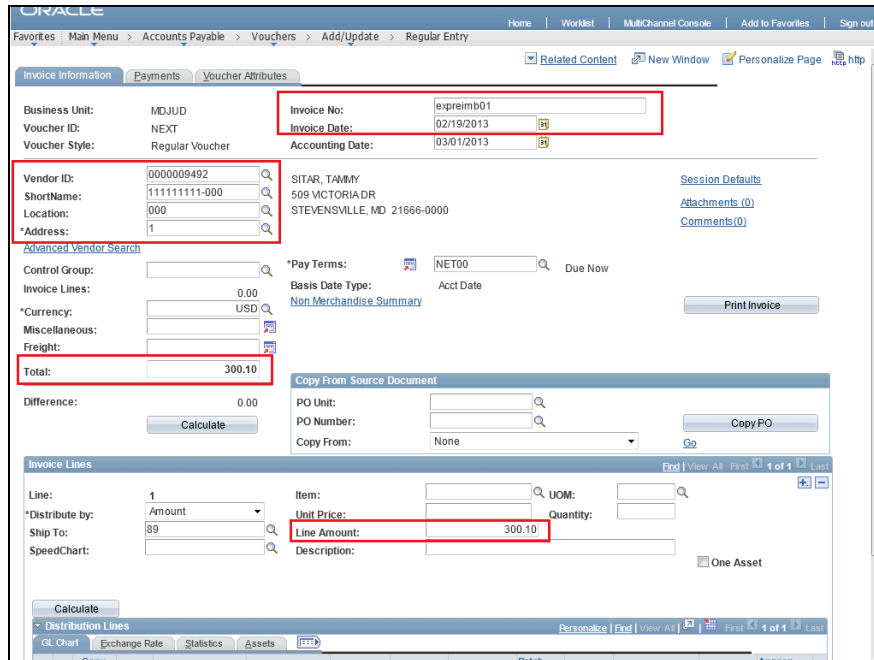
Only the first 300 results can be displayed.

New 100 First 1-300 of 300 Last

Vendor ID	Short Vendor Name	Name 1	Classification	Persistence
0000000001	CROBERTS-HOME	Charles D. Roberts	Supplier	Regular
0000000002	225646768-MAIN	VERIZON WIRELESS	Supplier	Regular
0000000003	804921036-MAIN	MARYLAND POLICE SUPPLY	Supplier	Regular
0000000004	412654100-MAIN	BALTIMORE GAS & ELECTRIC (BGE)	Supplier	Regular
0000000005	915254679-MAIN	PRICE WATERHOUSE COOPERS LLP (PWC)	Supplier	Regular
0000000006	213559173-MAIN	ARMARK FOOD SERVICES	Supplier	Regular
0000000007	SUZAN REED-1	Suzanne Reed	Supplier	Regular
0000000008	789632541-MAIN	SERVICE MASTER CLEAN	Supplier	Regular
0000000009	STAPLES001-1	STAPLES	Supplier	Regular
0000000010	453526648-MAIN	HCCI HARTFORD	Supplier	Regular
0000000011	131968872-MAIN	SHARP BUSINESS SYSTEM	Supplier	Regular
0000000012	803253337-MAIN	DEER PARK WATER	Supplier	Regular
0000000013	435289473-MAIN	RELIABLE LANGUAGE SERVICES	Supplier	Regular
0000000014	133221739-MAIN	J4P ASSOCIATES	Supplier	Regular
0000000015	123456789-003	AOC TEST VENDOR	Supplier	Regular
0000000016	521052280-000	CUMBERLAND BROADCASTING CO T/A WCBC RAD	Supplier	Regular
0000000017	212889453-000	KIMBERLY K. ARELLA	Supplier	Regular
0000000018	044783731-000	JENNIFER A. AHERN	Supplier	Regular
0000000019	587885504-000	VIRGINIA A. HOWARD	Supplier	Regular
0000000020	141344649-000	ARTHUR H. BILL	Supplier	Regular

Step	Action
6.	<p>The Look Up Vendor ID window displays.</p> <p>Type in a last name to optionally narrow your search.</p> <p>Enter the desired information into the Name 1 field.</p>
7.	<p>Click the Look Up button.</p> 
8.	<p>Click a vendor ID link to select an employee.</p> 
9.	<p>Enter the desired information into the Invoice Number field.</p> <p>Enter your Invoice Number - per established business procedures.</p>
10.	<p>Enter the desired information into the Invoice Date field.</p>

Step	Action
11.	<p>You can also enter the gross amount of expenses to be reimbursed in the Gross Invoice Total field.</p> <p>NOTE: If you enter the gross amount of the voucher, you must make sure that the total of all invoice lines equal the amount entered in the Gross Invoice Amount field.</p>
12.	<p>Click the Add button.</p> 



Step	Action
13.	<p>The Invoice Information page displays.</p> <p>The values that were entered on the Add a New Value page default in the respective fields.</p>
14.	<p>In the Invoice Lines sections, enter an invoice line for each type of expense (e.g., lodging, rental car, food, etc.).</p>
15.	<p>Select the Distribute By method that is appropriate for the line item.</p> <p>For example, if you want to record a hotel stay by the rate charged per night, the Distribute By value should be "Quantity". Or, if you want to record the total amount of food cost, you can use "Amount".</p>

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Related Content | New Window | Personalize Page | http

Invoice Information | Payments | Voucher Attributes

Business Unit: MDJUD Invoice No: expreimb01
 Voucher ID: NEXT Invoice Date: 02/19/2013
 Voucher Style: Regular Voucher Accounting Date: 03/01/2013

Vendor ID: 0000009492 SITAR, TAMMY
 ShortName: 111111111-000 509 VICTORIADR
 Location: 000 STEVENSVILLE, MD 21666-0000
 *Address: 1

Advanced Vendor Search

Control Group: *Pay Terms: NET00 Due Now
 Invoice Lines: 0.00 Basis Date Type: Acct Date
 *Currency: USD Non Merchandise Summary
 Miscellaneous: Freight: Total: 300.10

Difference: 0.00 Calculate

Copy From Source Document
 PO Unit: PO Number: Copy PO
 Copy From: None Go

Invoice Lines

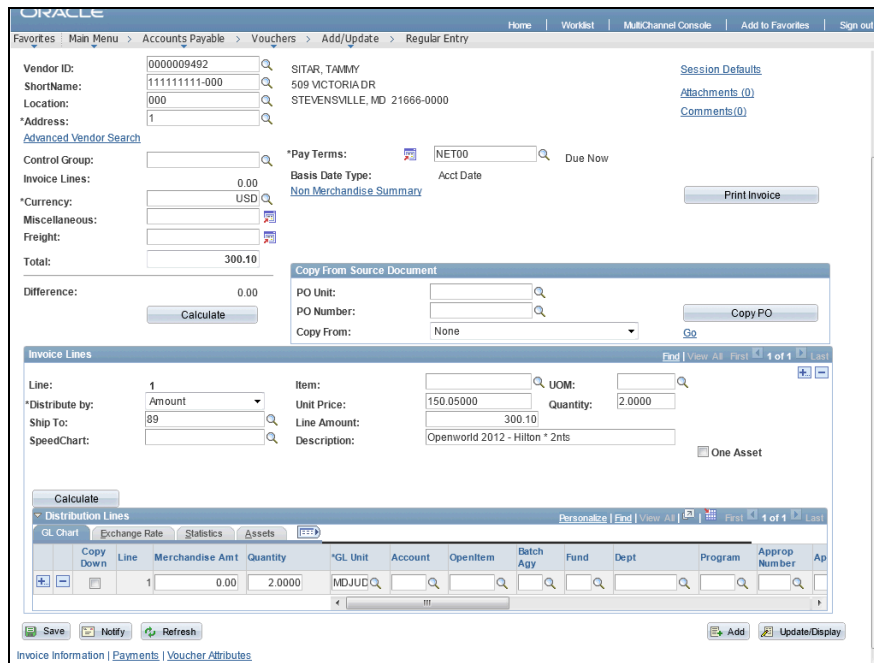
Line: 1 Item: UOM: Quantity: 1
 *Distribute by: Quantity
 Ship To: 89 Unit Price: Line Amount: 300.10
 SpeedChart: Description: One Asset

Calculate


Distribution Lines

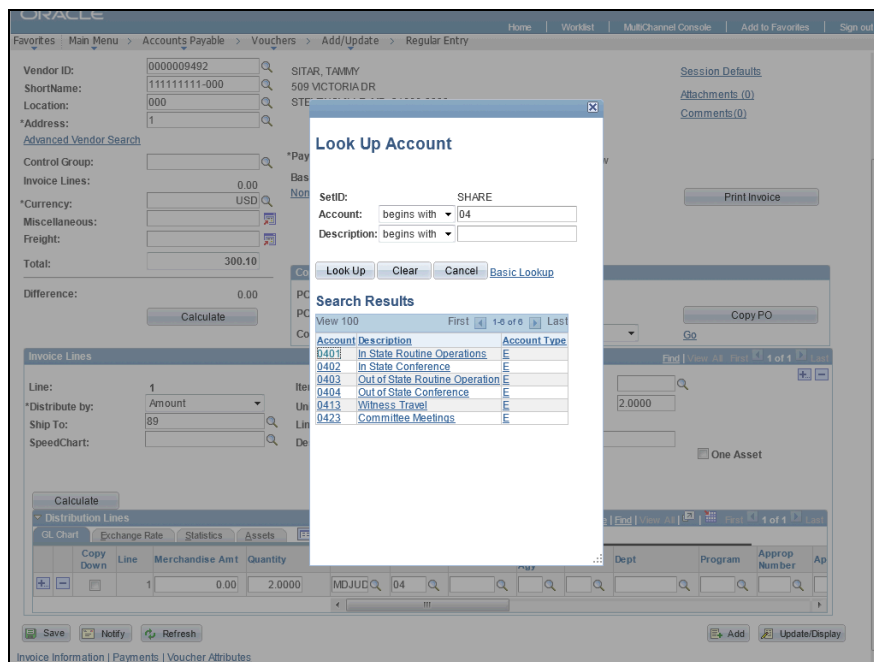
GL Chart | Exchange Rate | Statistics | Assets | (PDF)

Step	Action
16.	Enter or select the applicable travel item in the Item field. For example, enter " LODGING-0001 ". NOTE: Travel Item IDs may vary from the example listed above.
17.	If applicable, enter the unit price For example, the rate per night for a hotel stay.
18.	Enter the quantity to be charged in the Quantity field.
19.	Enter the line description into the Description field, if it does not default from the Item selected.
20.	After entering the Unit Price and Quantity the Line Amount default is calculated.
21.	NOTES: - When you enter the gross amount of the voucher before entering line details, the Line Amount value defaults based on the value you enter. - When the reimbursement voucher contains more than one voucher line, you must update the Line Amount to reflect the total for the line. - Make sure that all voucher lines equal the amount displayed on the Total field.



Oracle AP220-T Managing Travel Expenses interface. The 'Vendor' section shows details for SITAR, TAMMY. The 'Invoice Lines' section shows a single line with a quantity of 2,000. The 'Distribution Lines' section is visible at the bottom.

Step	Action
22.	Now, enter the funding information in the Distribution Lines section.
23.	Enter " 04 " into the Account field.
24.	Click the Look up Account button. 



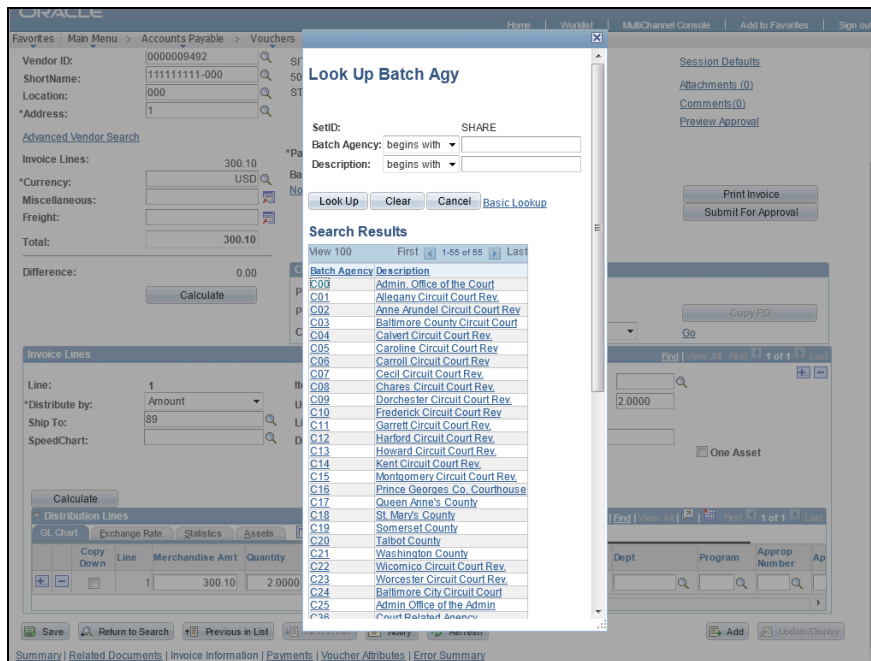
Oracle AP220-T Managing Travel Expenses interface with the 'Look Up Account' dialog box open. The dialog box shows search criteria and a list of search results.


Account	Description	Account Type
0401	In State Routine Operations	E
0402	In State Conference	E
0403	Out of State Routine Operation	E
0404	Out of State Conference	E
0413	Witness Travel	E
0423	Committee Meetings	E

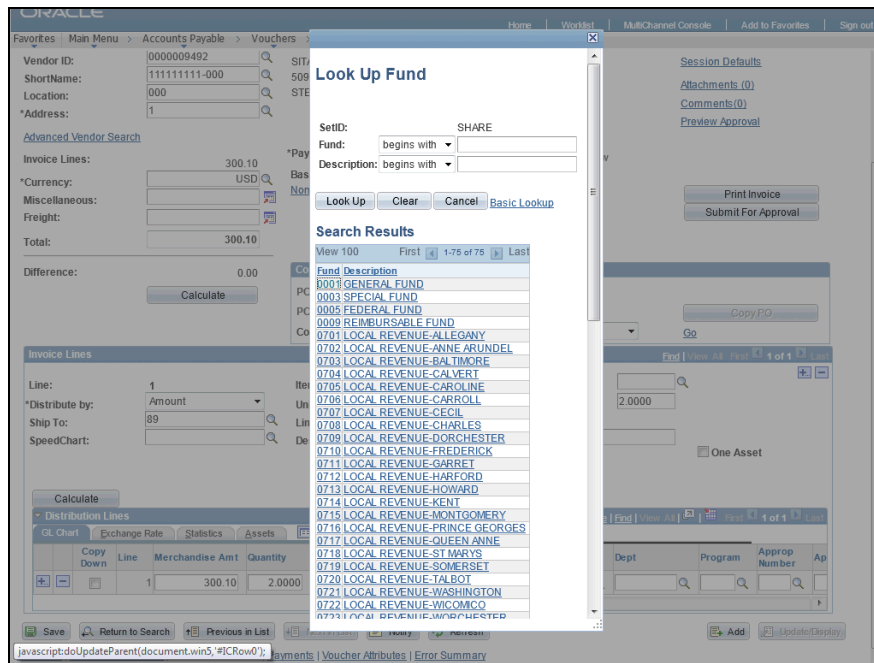
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Step	Action
25.	<p>The Look Up Account window displays.</p> <p>Click Account 0404 - Out of State Conference link.</p> <p>Click the appropriate Travel Account link.</p> <p>0404 Out of State Conference</p>
26.	<p>Click the Look up Batch Agy button.</p> <p></p>

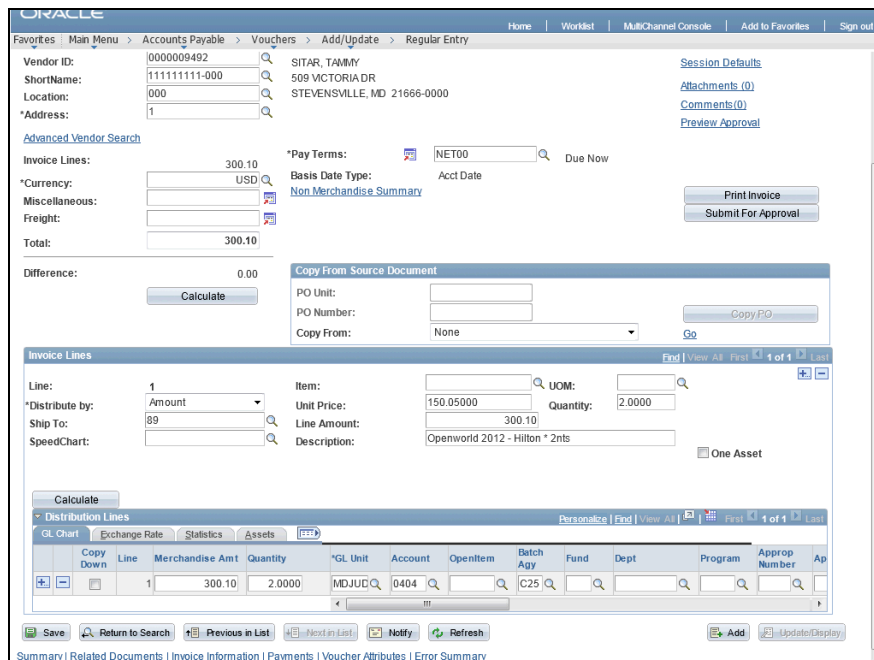


Step	Action
27.	<p>The Look Up Batch Agy window displays.</p> <p>Click the appropriate Batch Agency link.</p> <p>C25</p>
28.	<p>Click the Look up Fund button.</p> <p></p>



The screenshot shows the 'Look Up Fund' window in the GEARS system. The window is titled 'Look Up Fund' and contains a search bar with 'SetID: SHARE' and 'Fund: begins with'. Below the search bar is a 'Search Results' table with columns 'Fund Description', 'Fund', and 'Fund'. The table lists various funds, including 'GENERAL FUND', 'SPECIAL FUND', 'FEDERAL FUND', and several 'LOCAL REVENUE' funds. The 'Look Up Fund' window is overlaid on the 'Accounts Payable' screen, which shows vendor information and invoice details.


Step	Action
29.	<p>The Look Up Fund window displays.</p> <p>Click the appropriate fund link.</p>

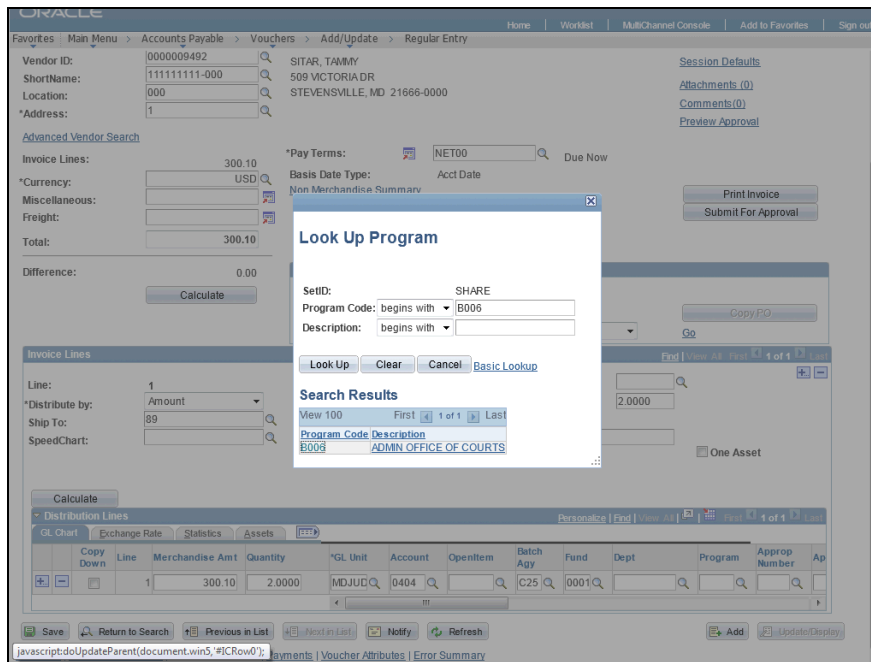




The screenshot shows the 'Add/Update' window in the GEARS system. The window is titled 'Add/Update' and contains a search bar with 'Vendor ID: 0000009492' and 'ShortName: 111111111-000'. Below the search bar is a 'Copy From Source Document' section with fields for 'PO Unit', 'PO Number', and 'Copy From'. The 'Invoice Lines' section is expanded, showing details for line 1, including 'Unit Price', 'Quantity', 'Line Amount', and 'Description'. The 'Add/Update' window is overlaid on the 'Accounts Payable' screen, which shows vendor information and invoice details.

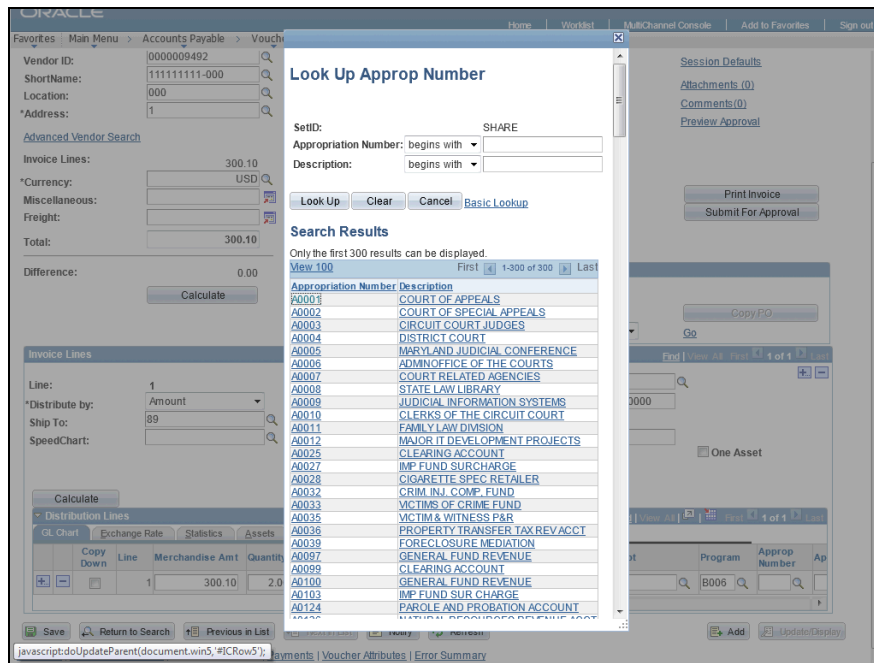
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Step	Action
30.	Click the Look up Program button. 
31.	The Look Up Program window displays. If you do not see the Program Code you want to select, enter search criteria to narrow the number of Program Codes displayed.



Step	Action
32.	Click the Program Code link. 
33.	Click the Look up Approp Number button. 

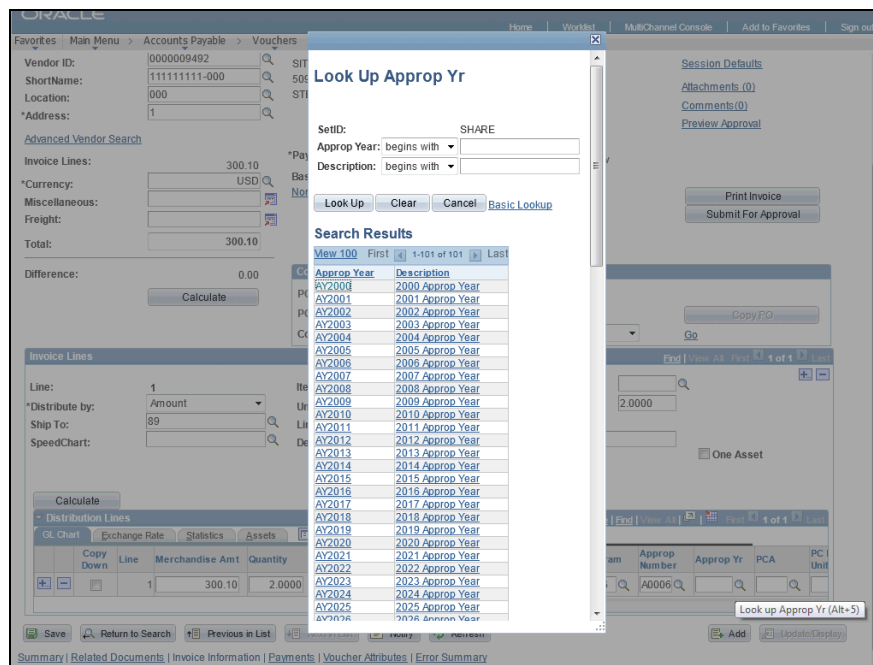


The screenshot shows the Oracle AP220-T Managing Travel Expenses interface. The 'Look Up Approp Number' window is open, displaying a list of appropriation numbers and descriptions. The 'Look Up' button is highlighted. The background window shows the 'Accounts Payable' section with fields for Vendor ID, ShortName, Location, and Address. The 'Invoice Lines' section shows a total of 300.10. The 'Look Up Approp Number' window has a search criteria section with 'SetID' set to 'SHARE' and 'Appropriation Number' set to 'begins with'. The search results list includes various appropriation numbers and descriptions, such as 'A0001 COURT OF APPEALS', 'A0002 COURT OF SPECIAL APPEALS', 'A0003 CIRCUIT COURT JUDGES', 'A0004 DISTRICT COURT', 'A0005 MARYLAND JUDICIAL CONFERENCE', 'A0006 ADMIN OFFICE OF THE COURTS', 'A0007 COURT RELATED AGENCIES', 'A0008 STATE LAW LIBRARY', 'A0009 JUDICIAL INFORMATION SYSTEMS', 'A0010 CLERKS OF THE CIRCUIT COURT', 'A0011 FAMILY LAW DIVISION', 'A0012 MAJOR IT DEVELOPMENT PROJECTS', 'A0025 CLEARING ACCOUNT', 'A0027 IMP FUND SURCHARGE', 'A0028 CIGARETTE SPEC RETAILER', 'A0032 CRIM INJ. COMP. FUND', 'A0033 VICTIMS OF CRIME FUND', 'A0035 VICTIM & WITNESS P&R', 'A0036 PROPERTY TRANSFER TAX REV ACCT', 'A0039 FORECLOSURE MEDIATION', 'A0097 GENERAL FUND REVENUE', 'A0099 CLEARING ACCOUNT', 'A0100 GENERAL FUND REVENUE', 'A0103 IMP FUND SUR CHARGE', and 'A0124 PAROLE AND PROBATION ACCOUNT'.


Step	Action
34.	<p>The Look Up Approp Number window displays.</p> <p>If you do not see the Appropriation Number that you want to select, enter search criteria to narrow the list of results.</p> <p>Click the Appropriation Number link.</p> <p><u>A0006</u></p>
35.	<p>Click the Look up Approp Yr button.</p> <p></p>

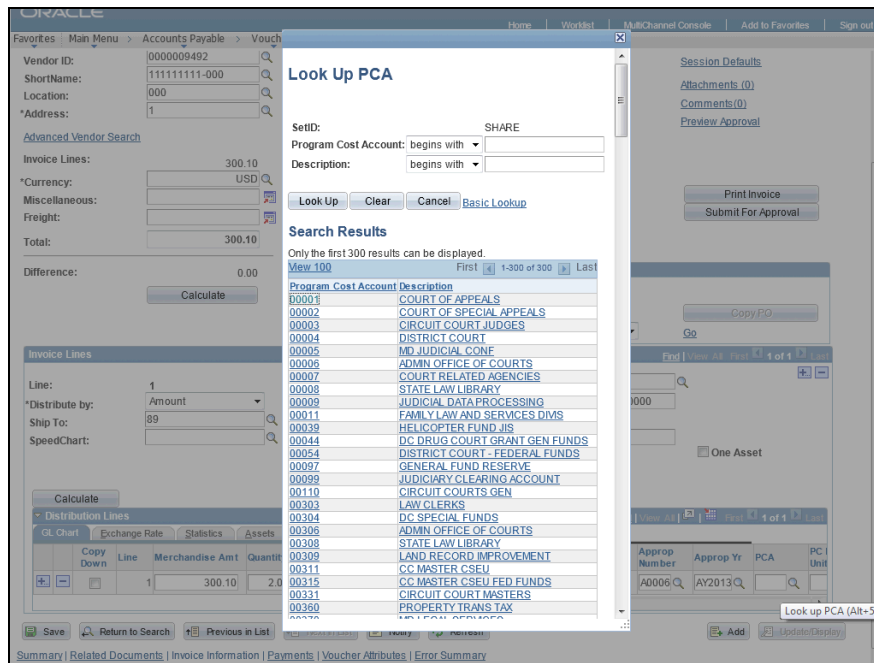
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Oracle AP220-T Managing Travel Expenses interface showing the 'Look Up Approp Yr' window. The window displays a list of appropriation years (AY2006 to AY2026) and a search results table. The 'Look Up Approp Yr' button is highlighted.

Step	Action
36.	<p>The Look Up Approp Yr window displays.</p> <p>If you do not see the Appropriation Year that you want to select, enter search criteria to narrow the list of results.</p> <p>Click the Approp Year link.</p> <p><u>AY2013</u></p>
37.	<p>Click the Look up PCA button.</p> <p></p>



Look Up PCA

SetID: SHARE

Program Cost Account: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

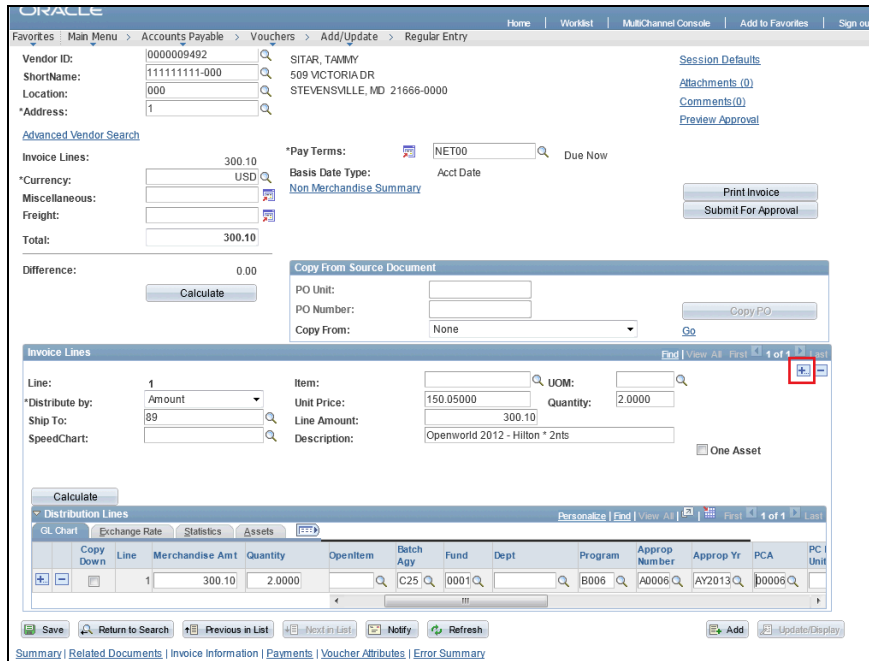
Program	Cost Account	Description
00001		COURT OF APPEALS
00002		COURT OF SPECIAL APPEALS
00003		CIRCUIT COURT JUDGES
00004		DISTRICT COURT
00005		NO JUDICIAL CONF
00006		ADMIN OFFICE OF COURTS
00007		COURT RELATED AGENCIES
00008		STATE LAW LIBRARY
00009		JUDICIAL DATA PROCESSING
00011		FAMILY LAW AND SERVICES DIVS
00039		HELICOPTER FUND JIS
00044		DC DRUG COURT GRANT GEN FUNDS
00054		DISTRICT COURT - FEDERAL FUNDS
00097		GENERAL FUND RESERVE
00099		JUDICIARY CLEARING ACCOUNT
00110		CIRCUIT COURTS GEN
00303		LAW CLERKS
00304		DC SPECIAL FUNDS
00305		ADMIN OFFICE OF COURTS
00308		STATE LAW LIBRARY
00309		LAND RECORD IMPROVEMENT
00311		CC MASTER CSEU
00315		CC MASTER CSEU FED FUNDS
00331		CIRCUIT COURT MASTERS
00350		PROPERTY TRANS TAX

Look up PCA (Alt+5)

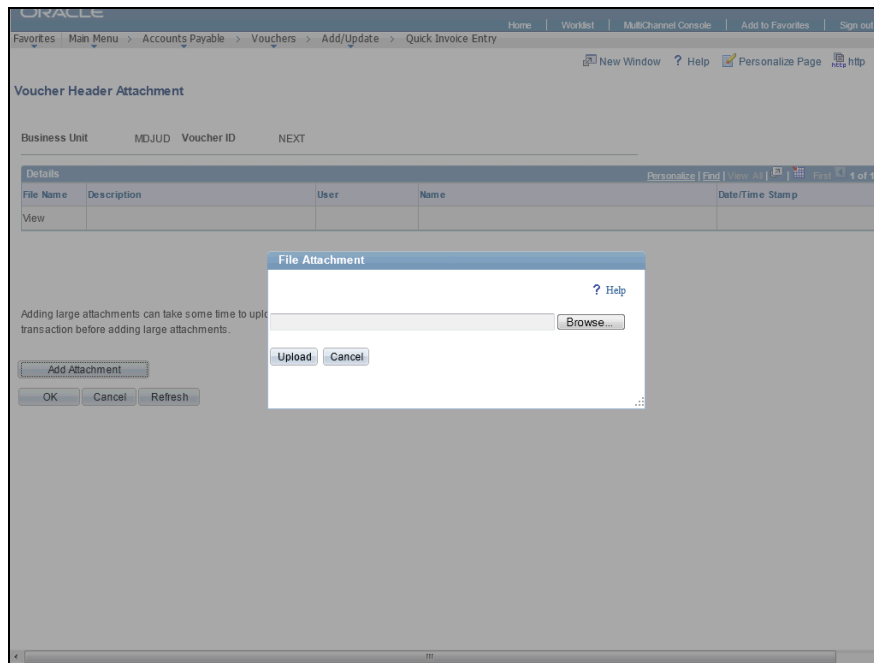
Step	Action
38.	<p>The Look Up PCA window displays.</p> <p>If you do not see the PCA that you want to select, enter search criteria to narrow the list of results.</p> <p>Click the PCA link.</p> <p><u>00006</u></p>


Training Guide

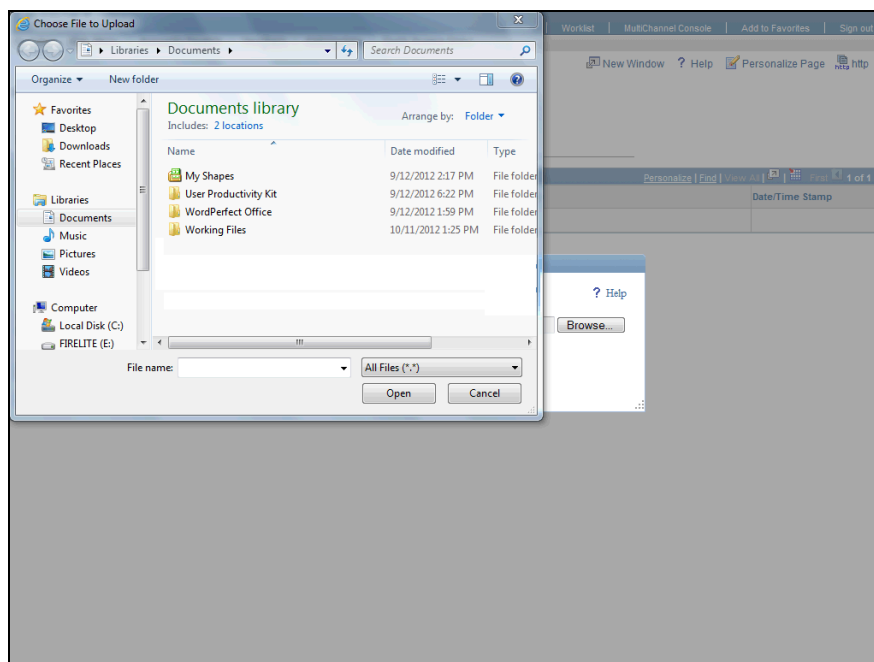
AP220-T Managing Travel Expenses



Step	Action
39.	To add additional voucher lines, click the Add multiple new rows (plus) button in the top right corner of the Invoice Lines section.
40.	<p>Attach scanned receipts and any other documents located on your computer or shared location using the Attachments link.</p> <p>Click the Attachments link.</p> <p>Attachments (0)</p>
41.	<p>The Voucher Header Attachments page displays.</p> <p>To add an attachment, click the Add Attachment button.</p> <p>Add Attachment</p>

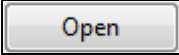


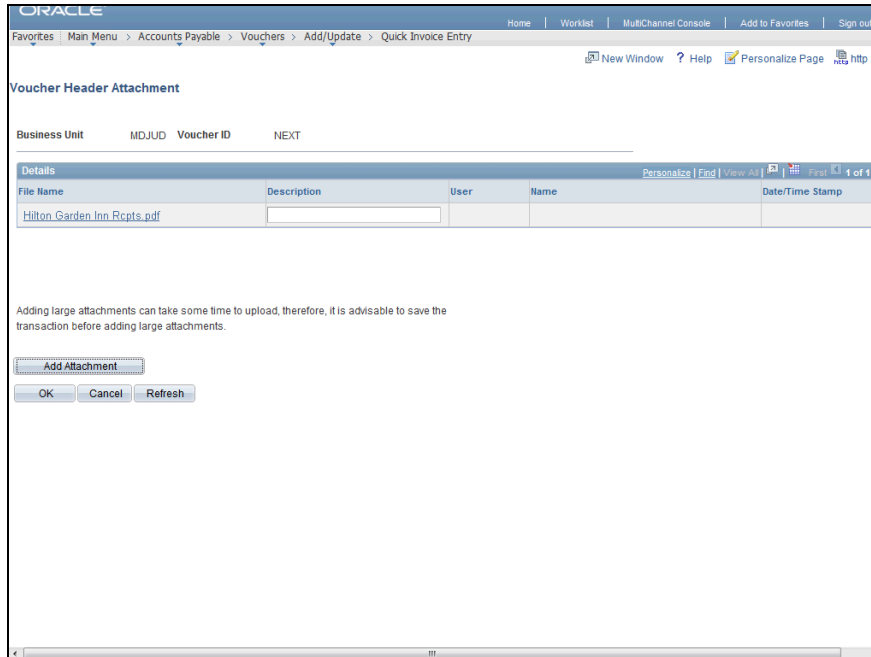
Step	Action
42.	<p>The File Attachment window displays.</p> <p>Browse for and select the field you want to attach. Click the Browse... button.</p> 



Training Guide

AP220-T Managing Travel Expenses

Step	Action
43.	Search for and select the scanned document to upload from your computer or shared server location.
44.	Once you have located the file select it and click the Open button. 



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Quick Invoice Entry

New Window ? Help Personalize Page

Voucher Header Attachment

Business Unit MDJUD Voucher ID NEXT

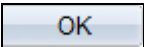
Details

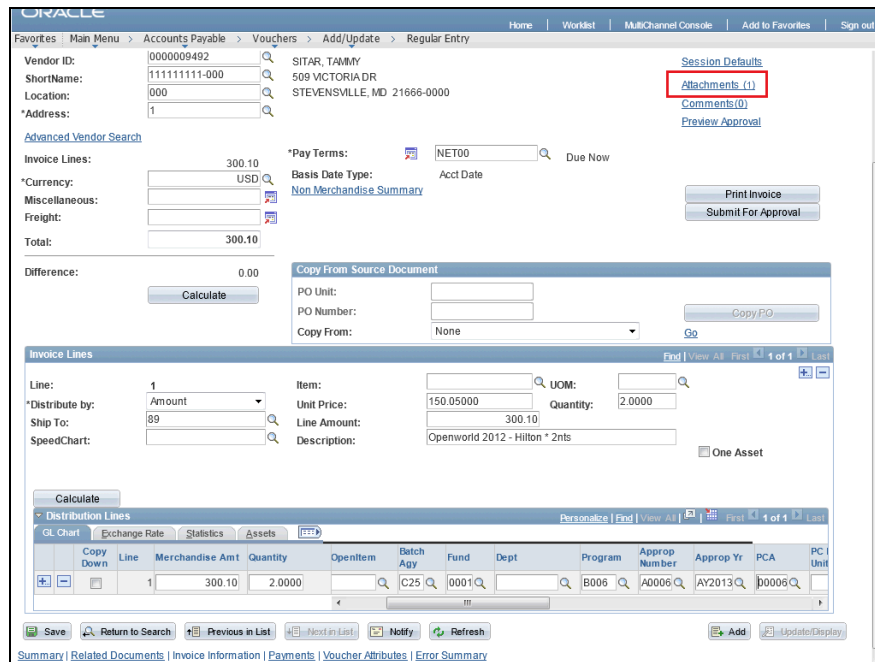
File Name	Description	User	Name	DateTime Stamp
Hilton Garden Inn Rcpts.pdf				


Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel Refresh

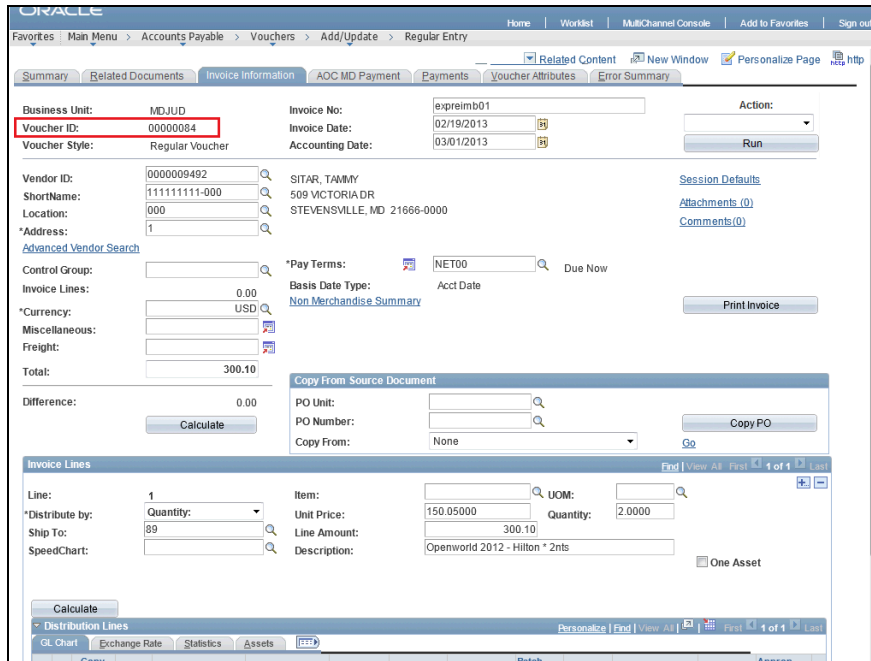
Step	Action
45.	The Voucher Header Attachment page displays with the selected file. Enter a short description for the file into the Description field. For example, enter " Lodging - Hilton Garden Inn ".
46.	Add more attachments by clicking the Add Attachments button, browsing for the file, and uploading the file.
47.	NOTE: Use the Delete (minus) button at the end of a file row delete attachments, if needed.
48.	Click the OK button. 



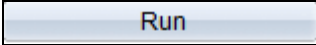
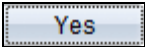
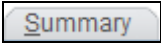


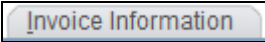
Step	Action
49.	<p>The Invoice Information page displays.</p> <p>The Attachments link displays the number of attachments added.</p>
50.	<p>Click the Save button.</p> 
51.	<p>Scroll up to the top of the page to process the voucher.</p>

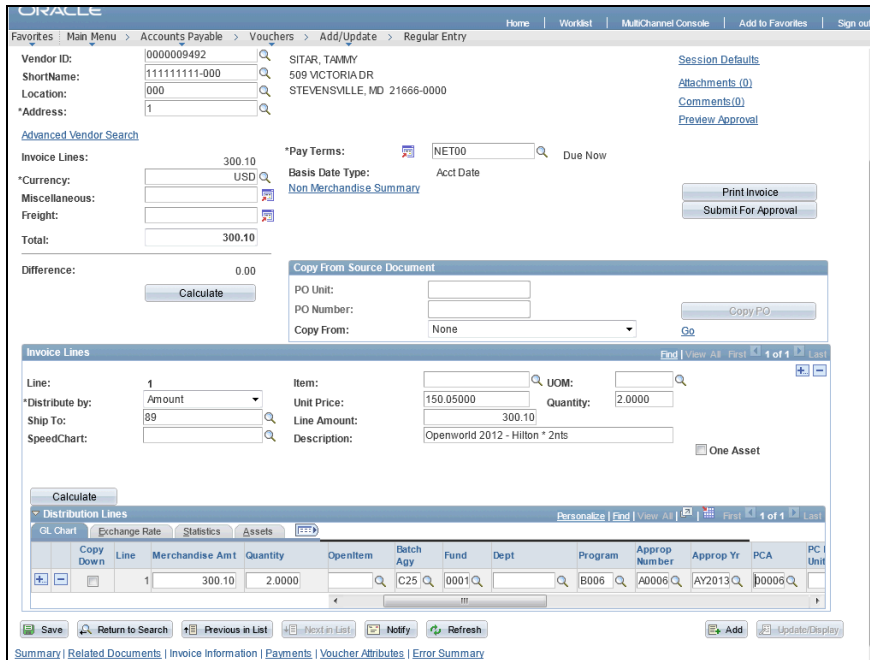
Training Guide


AP220-T Managing Travel Expenses



Step	Action
52.	The voucher has been assigned a voucher ID by the system after saving.
53.	The Summary , Related Documents , AOC MD Payment , Voucher Attribute , and Error Summary tabs also display after saving the voucher.
54.	Click the Action list. 
55.	Run the budget checking process for the voucher. Click the Match, Doc Tol, Bdgt list item. 
56.	Click the Run button. 
57.	A message displays. Click the Yes button to wait for the process to run. 
58.	Click the Summary tab. 
59.	The Summary page for the voucher displays. Verify that the Budget Status is "Valid". The Approval Status is "To Be Approved".

Step	Action
60.	Click the Invoice Information tab. 



Step	Action
61.	The Invoice Information page displays. After verifying that the budget checking process ran successfully, submit the voucher for approval. Click the Submit for Approval button. 

Training Guide

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ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Related Content | New Window | Personalize Page | help http

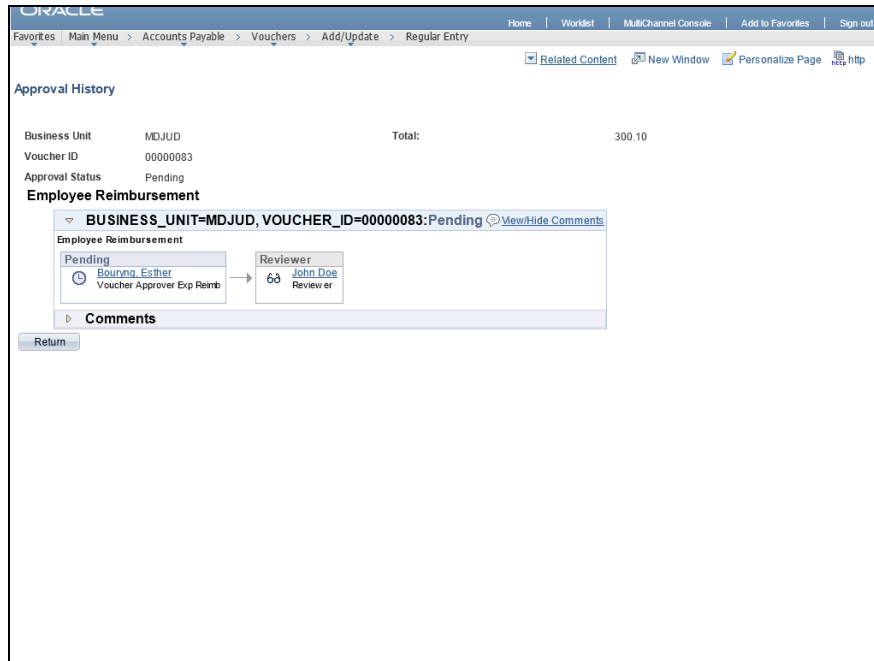
Approval Comments

Business Unit: MDJUD
Voucher ID: 00000084

Additional Details

OK Cancel Refresh

Step	Action
62.	<p>The Approval Comments page displays.</p> <p>Type in additional details about your reimbursable expense voucher in the Additional Details comment field.</p>
63.	<p>Click the OK button.</p> <p>OK</p>
64.	<p>The Invoice Information page displays.</p> <p>Once you submit the voucher, you can review the approval routing using the Preview Approval link.</p> <p>Click the Preview Approval link.</p> <p>Preview Approval</p>



ORACLE
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

[Related Content](#) | [New Window](#) | [Personalize Page](#) | [help](#) | [http](#)

Approval History

Business Unit: MDJUD Total: 300.10
 Voucher ID: 00000083
 Approval Status: Pending


Employee Reimbursement

BUSINESS_UNIT=MDJUD, VOUCHER_ID=00000083:Pending [View/Hide Comments](#)
 Employee Reimbursement

Pending: Bourna Esther (Voucher Approver Exp Reimb) → Reviewer: John Doe (Reviewer)

Comments

[Return](#)

Step	Action
65.	<p>The Approval History page displays.</p> <p>View the approval routing information in the Approval History page. There should be 1 approver and 1 reviewer at this point, including:</p> <ol style="list-style-type: none"> 1) Expense Reimbursement Approver - Admin. Services team 2) DBF Reviewer
66.	<p>Click the Expand Comments arrow icon to view comments entered.</p> 

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AP220-T Managing Travel Expenses



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Related Content | New Window | Personalize Page | http

Approval History

Business Unit: MDJUD Total: 300.10
 Voucher ID: 00000083
 Approval Status: Pending

Employee Reimbursement

Business Unit=MDJUD, VOUCHER_ID=00000083:Pending [View/Hide Comments](#)

Employee Reimbursement

Pending

Bouryng, Esther
 Voucher Approver Exp Reimb

Reviewer
 John Doe
 Reviewer

Comments

Esther Bouryng at 02/19/13 - 11:28 AM
 Lodging expenses for Openworld, 2013 for 2 nights...

[Return](#)

Step	Action
67.	<p>The comments that you added display.</p> <p>If the approver/reviewer adds comments, you can view them when you access this page via the Pending Approvals link.</p> <p>To return to the Invoice Information page, click the Return button.</p>
68.	<p>You have successfully completed the <i>Submitting an Employee Reimbursement-Expense Voucher</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Create a reimbursement voucher - Add scanned invoices and other documentation, as needed - Budget Check a voucher - Submit a reimbursement voucher for approval <p>End of Procedure.</p>

2.5 Correcting a Denied Reimbursement Voucher

After completing this topic, you will be able to:

- Correct a reimbursement voucher that was previously denied
- Resubmit a previously denied voucher for approval

Procedure

In this topic, you will learn how to correct a denied reimbursement voucher and re-submit it.

Step	Action
1.	<p>In the previous topic, you entered a voucher reimbursement request for approval. If any vital information is missing, your request will be denied by the approver.</p> <p>You will receive an email notification when your expense voucher has been denied by an Admin Services team member.</p>
2.	<p>Once you have logged into GEARS, navigate to the Voucher search page.</p> <p>Click the Accounts Payable link.</p> <p>▶ Accounts Payable</p>
3.	<p>Click the Add/Update link.</p> <p>Add/Update</p>
4.	<p>Click the Regular Entry link.</p> <p>Regular Entry</p>

Training Guide

AP220-T Managing Travel Expenses



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window http

Voucher

Find an Existing Value | Add a New Value

Business Unit: MDJUD

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Freight Amount: 0.00

Misc Charge Amount: 0.00

Estimated No. of Invoice Lines: 1

Add

Find an Existing Value | Add a New Value

Step	Action
5.	<p>The Voucher - Add New Value page displays.</p> <p>Click the Find an Existing Value tab.</p> <p>Find an Existing Value</p>

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window http

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: MDJUD

Voucher ID: begins with

Invoice Number: begins with

Invoice Date: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: begins with

Related Voucher: begins with

Entry Status: begins with

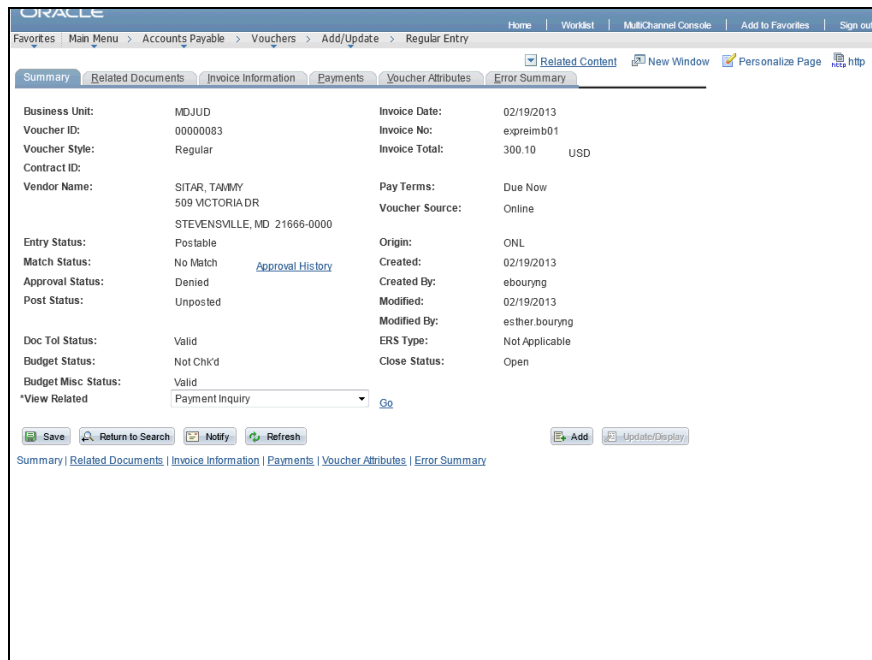
Voucher Source: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
6.	<p>The Find an Existing Value tab displays.</p> <p>You can use any of the available search field value(s) to search for your voucher.</p> <p>Enter the voucher ID, if known.</p> <input type="text"/>
7.	<p>Click the Search button.</p> <p>NOTE: If the value you enter is a voucher or invoice number, you will be directly forwarded to the voucher Summary page.</p> <input type="button" value="Search"/>



The screenshot shows the Oracle AP220-T Voucher Summary page. The breadcrumb trail is: Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The page has tabs for Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, and Error Summary. The Summary tab is active, displaying voucher details in two columns:

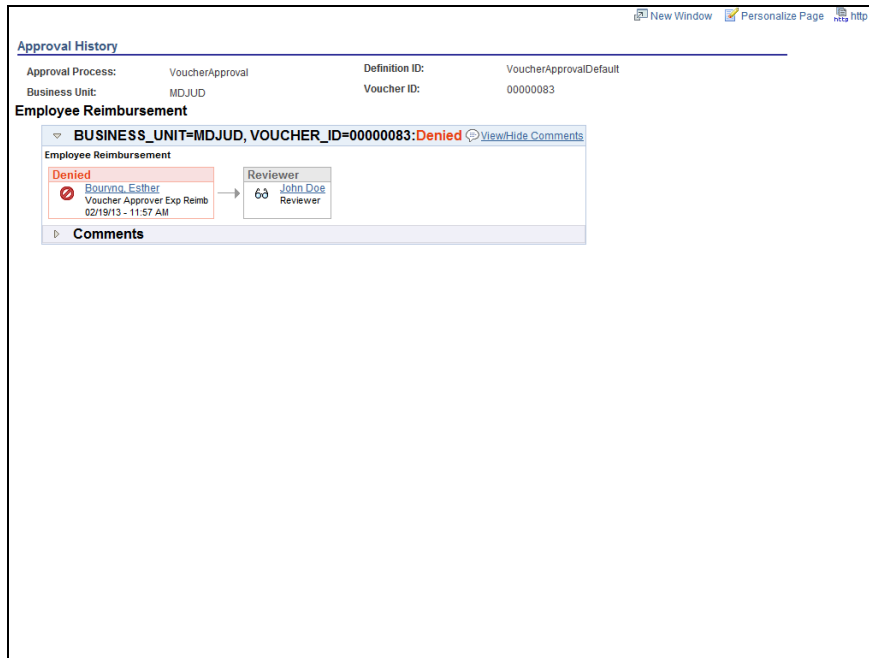
Business Unit:	MDJUD	Invoice Date:	02/19/2013
Voucher ID:	00000083	Invoice No:	expreimb01
Voucher Style:	Regular	Invoice Total:	300.10 USD
Contract ID:			
Vendor Name:	SITAR, TAMMY 509 VICTORIA DR STEVENSVILLE, MD 21666-0000	Pay Terms:	Due Now
		Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	No Match Approval History	Created:	02/19/2013
Approval Status:	Denied	Created By:	ebouryng
Post Status:	Unposted	Modified:	02/19/2013
		Modified By:	esther.bouryng
Doc Tot Status:	Valid	ERS Type:	Not Applicable
Budget Status:	Not Chkd	Close Status:	Open
Budget Misc Status:	Valid		
*View Related:	Payment Inquiry		

At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display. A Go button is next to the *View Related dropdown.

Step	Action
8.	<p>The Vouchers - Summary page displays.</p> <p>Click the Approval History link to view approver's comments.</p> <input type="button" value="Approval History"/>

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AP220-T Managing Travel Expenses




The screenshot shows the 'Approval History' page in a web application. At the top, there are tabs for 'New Window', 'Personalize Page', and 'http'. Below the tabs, the page title is 'Approval History'. The main content area shows the following details:

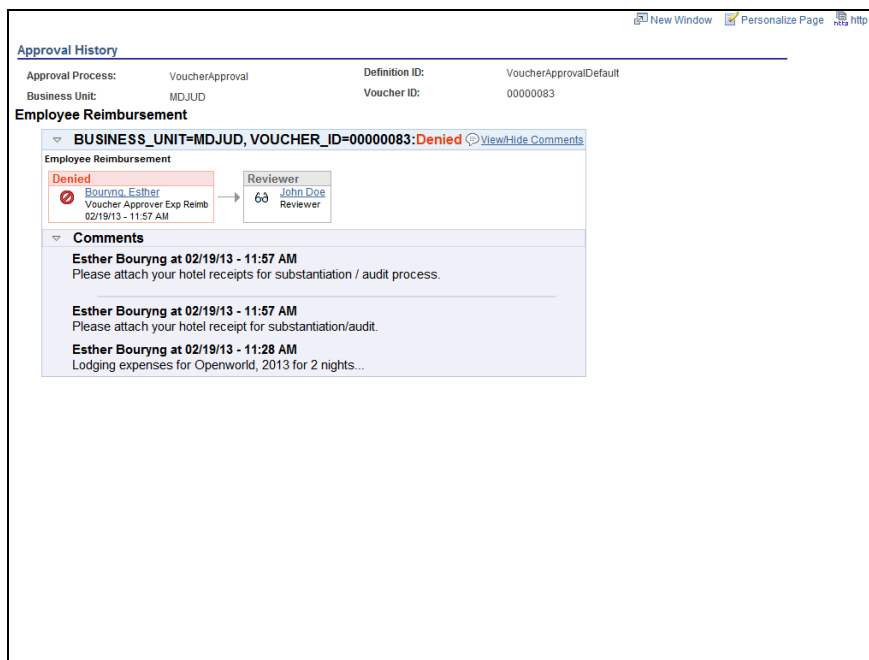
- Approval Process: VoucherApproval
- Definition ID: VoucherApprovalDefault
- Business Unit: MDJUD
- Voucher ID: 00000083

Below this information, the section 'Employee Reimbursement' is expanded, showing a voucher with the status 'Denied'. The voucher details are:

- BUSINESS_UNIT=MDJUD, VOUCHER_ID=00000083:Denied** (with a 'View/Hide Comments' link)
- Employee Reimbursement**
- Denied** (with a red 'X' icon)
- Bourning, Esther** (Voucher Approver Exp Reimb)
- 02/19/13 - 11:57 AM**
- Reviewer** (John Doe)

At the bottom of the voucher details, there is a 'Comments' section with a side arrow icon.

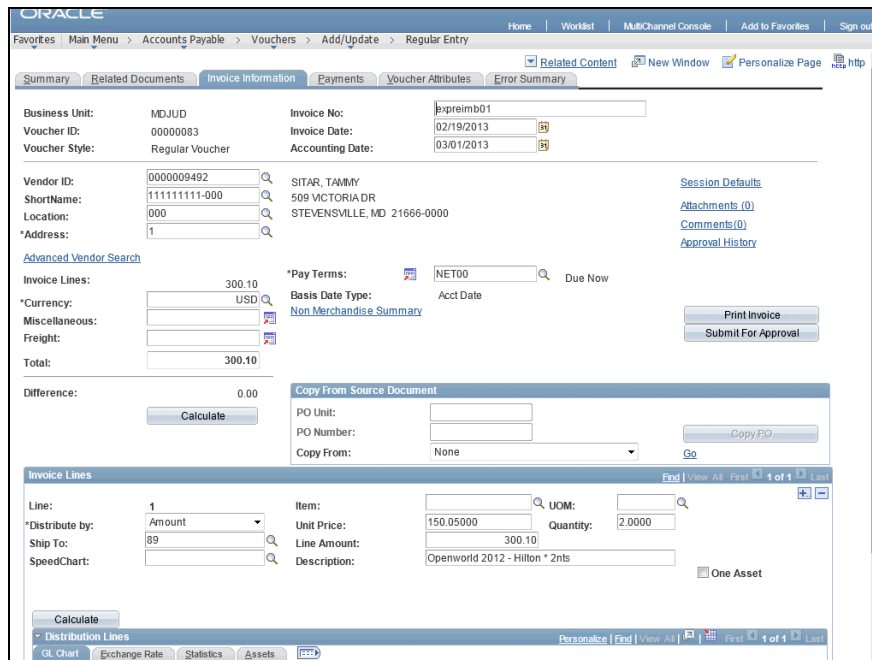
Step	Action
9.	<p>The Approval History page displays in a new browser window or tab .</p> <p>Click the Expand button to view related comments (side arrow).</p> 



This screenshot shows the same 'Approval History' page as the previous one, but with the 'Comments' section expanded. The comments are as follows:

- Esther Bourning at 02/19/13 - 11:57 AM**
Please attach your hotel receipts for substantiation / audit process.
- Esther Bourning at 02/19/13 - 11:57 AM**
Please attach your hotel receipt for substantiation/audit.
- Esther Bourning at 02/19/13 - 11:28 AM**
Lodging expenses for Openworld, 2013 for 2 nights...

Step	Action
10.	<p>Note the approver / reviewer comments.</p> <p>Close the window and return to the Voucher - Summary page.</p>
11.	<p>The Voucher - Summary page displays.</p> <p>Click the Invoice Information tab.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Invoice Information</div>

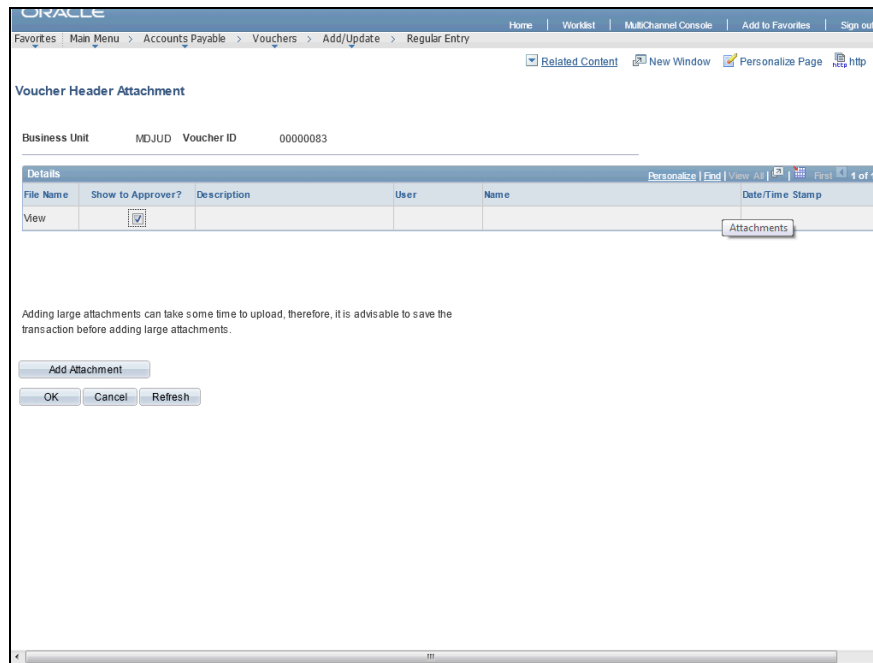


The screenshot shows the Oracle AP220-T Managing Travel Expenses interface. The 'Invoice Information' tab is selected. The form displays various fields for invoice details, including Business Unit (MDJUD), Invoice No (xpreimb01), Invoice Date (02/19/2013), Accounting Date (03/01/2013), Vendor ID (0000009492), and Vendor Name (SITAR, TAWMY). It also shows invoice lines with a total of 300.10. The 'Copy From Source Document' section is visible, showing PO Unit, PO Number, and Line Amount. The 'Invoice Lines' section shows a single line with a quantity of 2.0000 and a line amount of 300.10. The 'Calculate' button is visible at the bottom of the invoice lines section.

Step	Action
12.	<p>The Voucher - Invoice Information tab displays.</p> <p>Update the voucher based on comments noted in the Approval History. For example, you may have forgotten to attach some of the receipts, rate information may not have been entered correctly, etc.</p>

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AP220-T Managing Travel Expenses



Voucher Header Attachment

Business Unit: MDJUD Voucher ID: 00000083

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

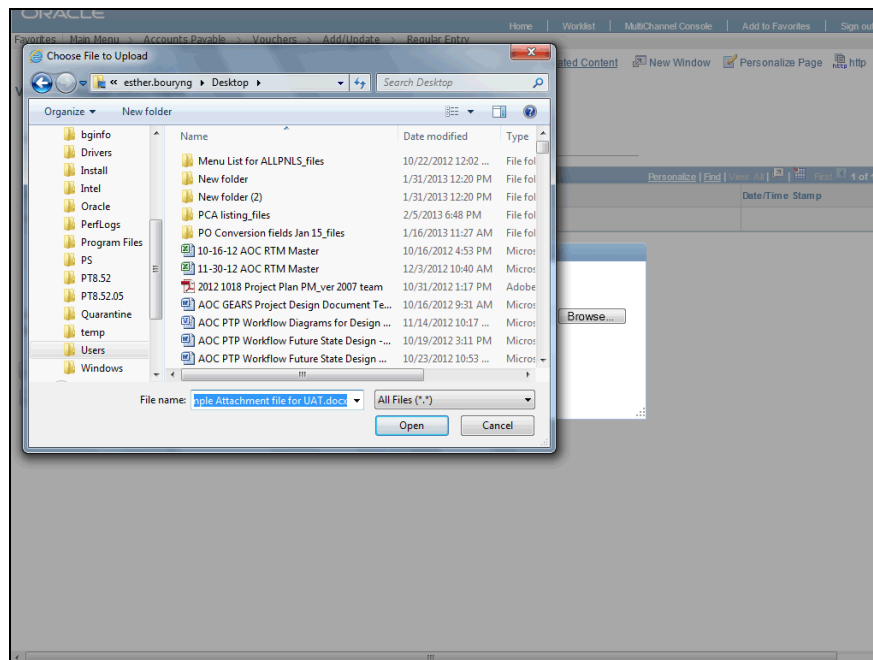
Attachments

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel Refresh

Step	Action
13.	<div>Add Attachment</div>

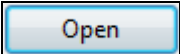


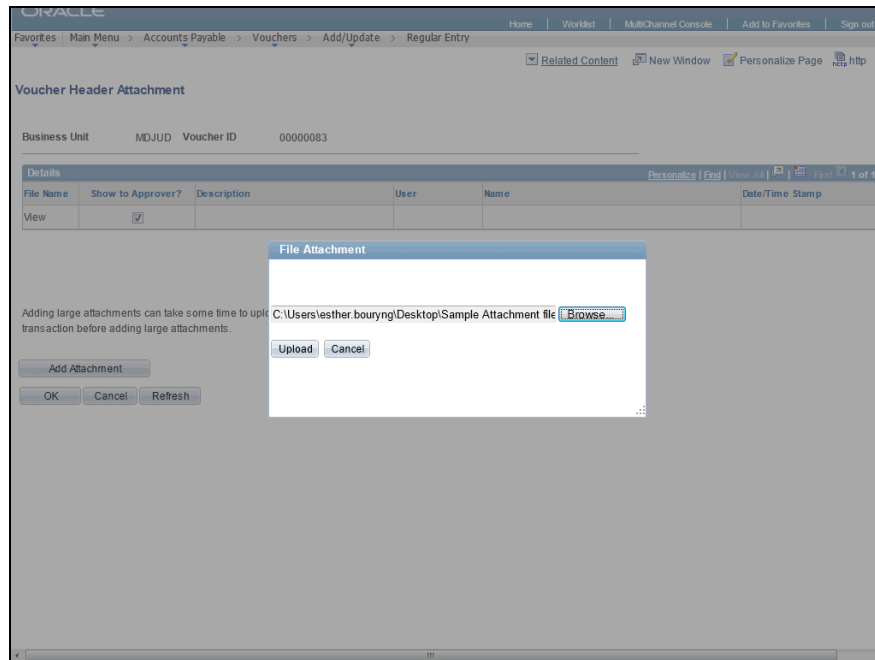
Choose File to Upload


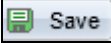

File name: Apple Attachment file for UAT.doc

All Files (*.*)

Open Cancel

Step	Action
14.	



Step	Action
15.	
16.	After updating the voucher, click the Save button. 
17.	Click the Submit For Approval button. 

Training Guide

AP220-T Managing Travel Expenses



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

[Related Content](#) [New Window](#) [Personalize Page](#) [http](#)


Approval Comments

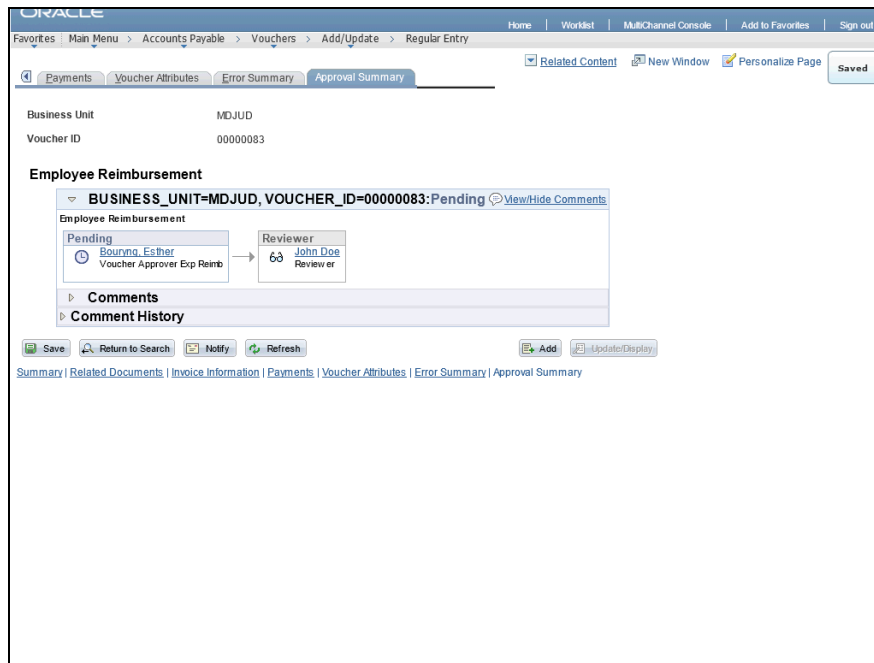
Business Unit: MDJUD

Voucher ID: 00000083

Additional Details: Hotel receipt attached. Hotel's nightly rate changed to \$150/nt.

OK Cancel Refresh

Step	Action
18.	<p>The Approval Comments page displays.</p> <p>Type in additional information pertaining to the updates that were made to your expense voucher (e.g. new attachment, rate information, etc.).</p>
19.	<p>Click the OK button.</p> <p></p>



The screenshot shows the Oracle AP220-T Managing Travel Expenses interface. The top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. The breadcrumb trail is: Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The page title is "Approval Summary".

Business Unit: MDJUD
Voucher ID: 00000083

Employee Reimbursement
BUSINESS_UNIT=MDJUD, VOUCHER_ID=00000083: Pending [View/Hide Comments](#)

Employee Reimbursement
Pending
Bourne, Esther
Voucher Approver Exp Reimb → Reviewer: John Doe
Reviewer

Comments
Comment History

Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Approval Summary

Step	Action
20.	<p>The Approval Summary page displays.</p> <p>The voucher was re-submitted and approval workflow has been re-initiated for the voucher.</p>
21.	<p>You have successfully completed the <i>Correcting a Denied Reimbursement Voucher</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Correct a previously denied reimbursement voucher - Re-submit an updated voucher for approval <p>End of Procedure.</p>

Lesson 3: Managing Voucher Processing Errors

Lesson Overview

In this lesson, you learn how to manage errors that occur after the processing a voucher including budget checking exceptions. The respective voucher status displays as "Exceptions" when there was an error in processing. A link on the **Summary** tab next to the Budget Status allows you to access the budget exceptions page for the voucher to review the errors and determine the resolution.

Lesson Objectives

After completing this lesson, you should be able to:

- Review and access budget checking exceptions
- Determine the appropriate course of action to resolve the matter

3.1 Managing Voucher Budget Checking Exceptions

For vouchers, the Commitment Control budget checking process is used to check the available balance of a budget or on a purchase order (PO) and set aside the funds (if available). The system requires a budget status of "Valid" to source a PO to a voucher. When a voucher is created using a PO or PO receipt, the budget checking process liquidates the associated purchase order balance and transfers the associated funds to the voucher to create the expense. For non-PO vouchers, funds are taken directly from the available budget.

The budget status of the voucher will be "Valid" if the transaction passes budget checking.

Sometimes the budget checking process produces an error or warning based on rules for a budget. You will see "Exceptions" in the **Budget Status** field of the voucher when the transaction does not pass budget checking.

Budget exceptions you receive may include one of the following:

- *Exceeds Control Budget* - The budget for the Chartfield information entered on the transaction has inadequate funds. Edit the Chartfield information or contact your budget analyst.
- *No Budget Exists* - A charge was posted to a Chartfield combination where no budget exists. Edit the Chartfield information or contact your budget analyst.

NOTE: Chartfield information includes the budget date recorded on the distribution line. The budget date is located on the distribution line in the **Distribution Lines** section of the voucher.

You can view budget exceptions via the **Exceptions** link on the **Summary** page upon the completion of the budget checking process.

After completing this topic, you will be able to:

- view budget exceptions noted on a voucher

Procedure





In this topic, you will search for a voucher, access the voucher **Summary** page, and view the budget exception to determine the best corrective action.

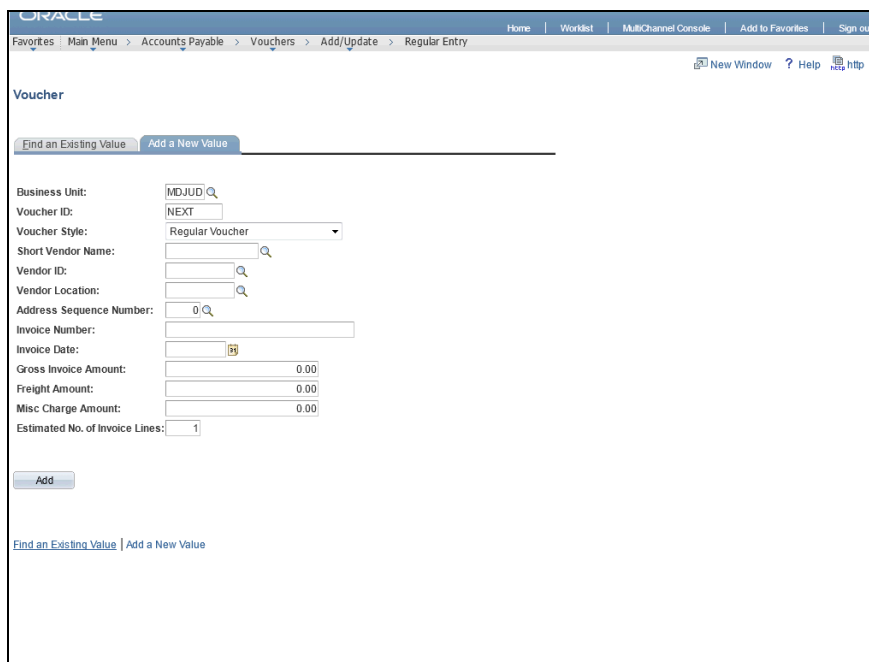
Step	Action
1.	<p>For the purposes of this topic, you will search for a voucher that has already been created to view budget exceptions.</p> <p>If you are working in the voucher you can access the voucher Summary page directly to view budget exceptions.</p>

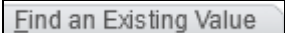
Training Guide

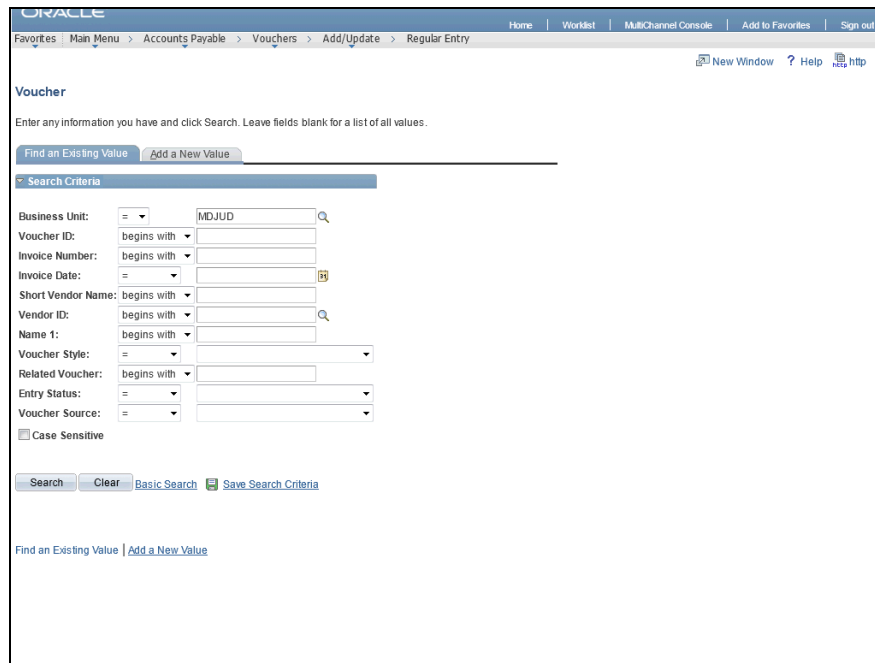
AP220-T Managing Travel Expenses



Step	Action
2.	Click the Accounts Payable link. 
3.	Click the Vouchers link. 
4.	Click the Add/Update link. 
5.	Click the Regular Entry link. 



Step	Action
6.	The Voucher - Add a New Value page displays. Click the Find an Existing Value tab. 



Oracle
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window ? Help http

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = MDJUD

Voucher ID: begins with

Invoice Number: begins with

Invoice Date: =

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Voucher Source: =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
7.	<p>The Voucher - Find an Existing Value page displays.</p> <p>Enter values in one or more search fields to locate the voucher. Enter the voucher number, if known.</p>
8.	<p>Click the Search button.</p> <p>NOTE: When you enter the voucher number as search criterion, you are directed to the Summary page for the voucher.</p> <p>Search</p>
9.	<p>A message displays notifying you that budget exceptions exist on the voucher.</p> <p>NOTE: This message may display when you access a voucher that has budget exceptions or after you have run the budget checking process and an exception exists.</p> <p>Click the OK button.</p> <p>OK</p>

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AP220-T Managing Travel Expenses



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry


Related Content | New Window | Personalize Page | http

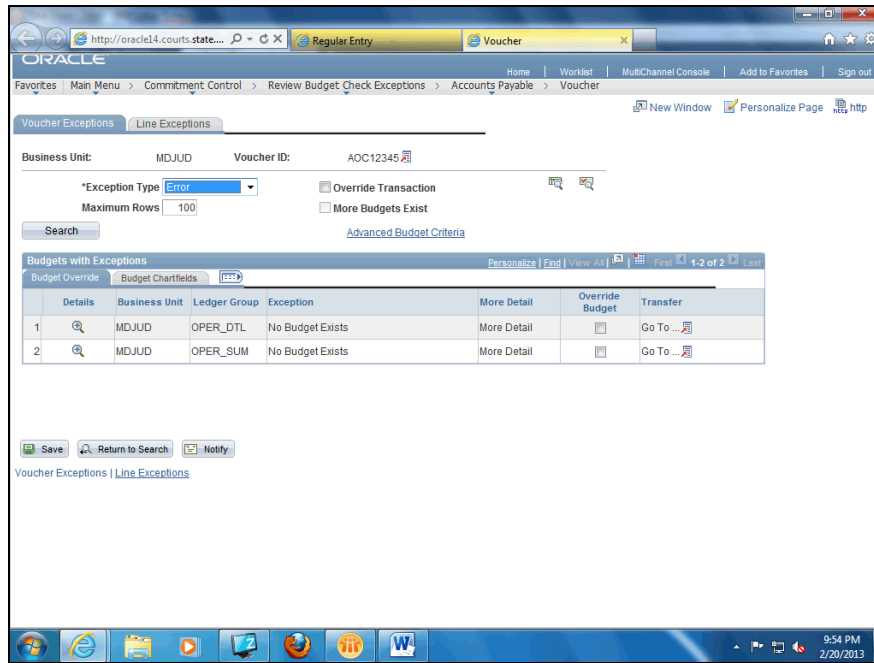
Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Business Unit: MDJUD Invoice Date: 02/20/2013
 Voucher ID: AOC12345 Invoice No: INV-123
 Voucher Style: Regular Invoice Total: 350.00 USD
 Contract ID:
 Vendor Name: STAPLES Pay Terms: Due Now
 300 Pear Tree Ln Voucher Source: Online
 Strongsville, OH 28371
 Entry Status: Postable Origin: ONL
 Match Status: No Match Created: 02/20/2013
 Approval Status: Approved Created By: tara.dean
 Post Status: Unposted Modified: 02/20/2013
 Modified By: tara.dean
 Doc Tot Status: Valid ERS Type: Not Applicable
 Budget Status: [Exceptions](#) Close Status: Open
 Budget Misc Status: Valid
 *View Related: Payment Inquiry [Go](#)

Save | Return to Search | Notify | Refresh | Add | Update/Display


Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Step	Action
10.	<p>The Summary page for the voucher displays.</p> <p>The voucher has been processed with budget check exceptions (Errors).</p> <p>Click the Exceptions link to view the details.</p> 
11.	<p>The Voucher Exceptions page displays in a new window.</p> <p>The Voucher Exceptions page is used to view budget checking errors or warnings for vouchers, and to view the transaction lines the error or warnings affect.</p>
12.	<p>The Exception Type field indicates the type of exception currently displayed on the Voucher Exception page.</p> <p>Budget exceptions are either errors or warnings.</p>



The screenshot shows the Oracle AP220-T Managing Travel Expenses interface. The 'Budgets with Exceptions' section is active, displaying a table of budget exceptions. The table has columns for Details, Business Unit, Ledger Group, Exception, More Detail, Override Budget, and Transfer. Two exceptions are listed, both with the message 'No Budget Exists'.

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	MDJUD	OPER_DTL	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2	MDJUD	OPER_SUM	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

Step	Action
13.	<p>In the Budgets with Exceptions section, the ledger group (e.g., Operating Detail, OPER_DTL) and associated exceptions display.</p> <p>In this example, the exception listed for the budget notes that "No Budget Exists".</p>
14.	To ensure we've entered the correct Budget information, we'll review the Voucher line information.
15.	<p>Click the Close button to close the voucher budget exception window.</p> 

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AP220-T Managing Travel Expenses

ORACLE
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Related Content | New Window | Personalize Page | http

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Business Unit: MDJUD Invoice Date: 02/20/2013
Voucher ID: AOC12345 Invoice No: INV-123
Voucher Style: Regular Invoice Total: 350.00 USD
Contract ID:
Vendor Name: STAPLES Pay Terms: Due Now
300 Pear Tree Ln Voucher Source: Online
Strongsville, OH 28371
Entry Status: Postable Origin: ONL
Match Status: No Match Created: 02/20/2013
Approval Status: Approved Created By: tara.dean
Post Status: Unposted Modified: 02/20/2013
Modified By: tara.dean
Doc Tol Status: Valid ERS Type: Not Applicable
Budget Status: [Exceptions](#) Close Status: Open
Budget Misc Status: Valid
*View Related: Payment Inquiry Go

Save Return to Search Notify Refresh Add Update/Display

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Step	Action
16.	The Voucher Summary page displays. Select the Invoice Information tab.

ORACLE
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Advanced Vendor Search

Control Group: *Pay Terms: NET00 Due Now
Invoice Lines: 350.00 Basis Date Type: Acct Date
*Currency: USD Non Merchandise Summary
Miscellaneous: Freight: Total: 350.00
Difference: 0.00 Calculate

Copy From: Source Document
PO Unit: PO Number: Copy PO
Copy From: None Go

Invoice Lines
Line: 1 Item: 204-53COMP01 UOM: EA
*Distribute by: Amount Unit Price: 175.00000 Quantity: 2.0000
Ship To: 89 Line Amount: 350.00
SpeedChart: Description: Computer, Personal desktop One Asset

Calculate

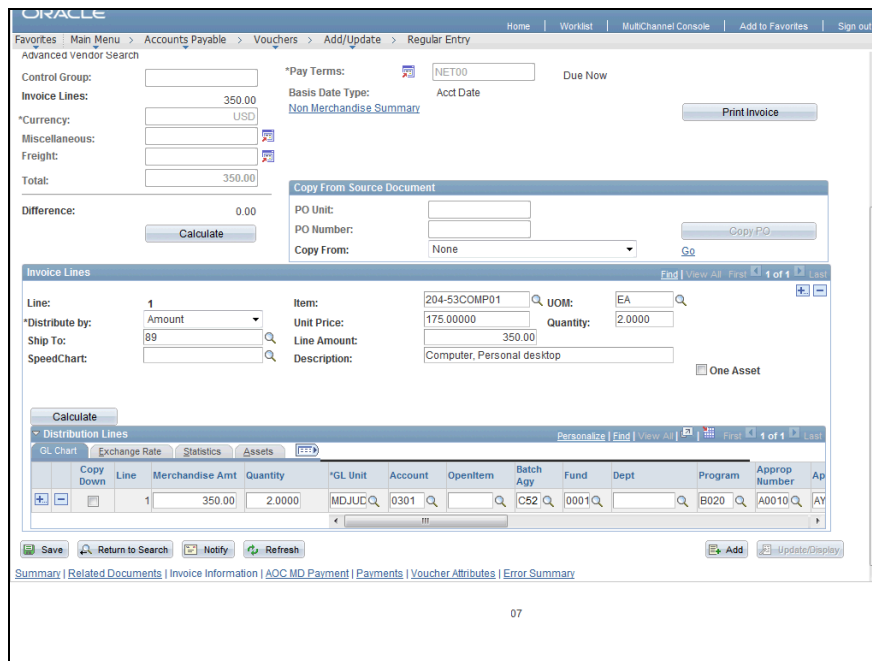
Distribution Lines
GL Chart | Exchange Rate | Statistics | Assets | **DEPT**
Copy Down Line Merchandise Amt Quantity *GL Unit Account OpenItem Batch Agg Fund Dept Program Approp Number Ap
1 350.00 2.0000 MDJUD 0301 C52 0001 B020 A0010 AY

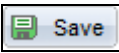

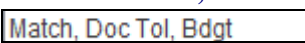
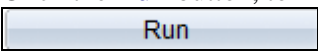
Save Return to Search Notify Refresh Add Update/Display

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

07

Step	Action
17.	<p>The Invoice Information page displays.</p> <p>Review the Chartfield information for the budget to determine whether you need to edit the Chartfields on the voucher and / or contact your budget officer for assistance.</p> <p>In this example, Batch Agency C52 was entered inadvertently. The Batch Agency should be C25.</p> <p>To correct this error, enter "C25" into the Batch Agy field.</p>



Step	Action
18.	<p>Click the Save button.</p> 
19.	<p>At the top of the page, click the Action list.</p> 
20.	<p>Click the Match, Doc Tol, Bdgt list item.</p> 
21.	<p>Click the Run button, to initiate the process.</p> 

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AP220-T Managing Travel Expenses



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Accounts Payable | Vouchers | Add/Update | Regular Entry

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Business Unit: MDJUD Invoice No: INV-123 Action: Budget Checking
 Voucher ID: AOC12345 Invoice Date: 02/20/2013 Run
 Voucher Style: Regular Voucher Accounting Date: 02/20/2013

Vendor ID: 000000009 STAPLES Session Defaults
 ShortName: STAPLES01-1 300 Pear Tree Ln Attachments (1)
 Location: 1 Strongsville, OH 28371 Comments (0)
 *Address: 1
 Advanced Vendor Search
 Control Group:
 Invoice Lines:
 *Currency:
 Miscellaneous:
 Freight:
 Total: 350.00

Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050.54)

Yes No

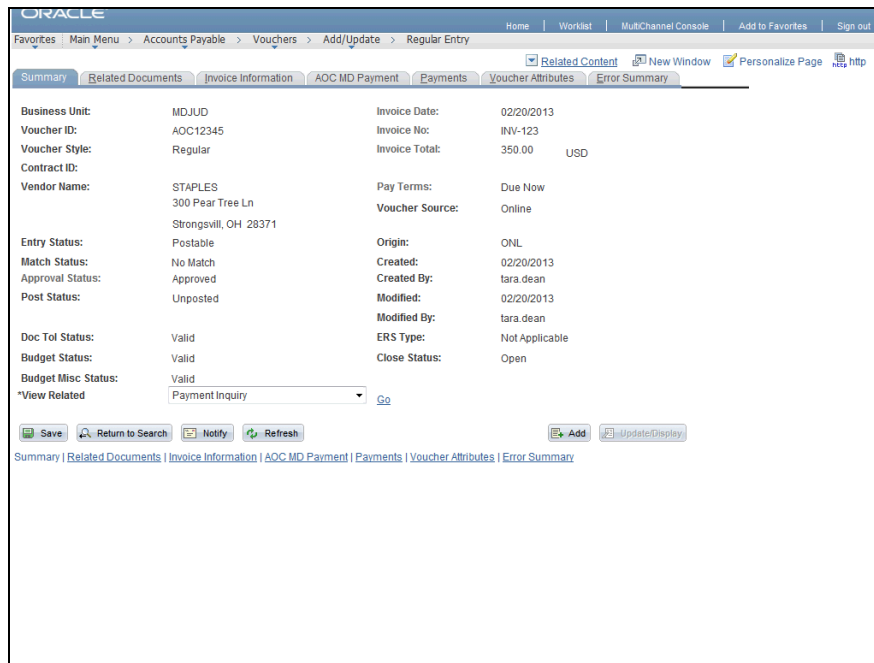
Print Invoice

Difference: 0.00 Calculate

Copy From: Source Document
 PO Unit:
 PO Number:
 Copy From: None Go

Invoice Lines
 Line: 1 Item: 204-53COMP01 UOM: EA
 *Distribute by: Amount Unit Price: 175.00000 Quantity: 2.0000
 Ship To: 89 Line Amount: 350.00
 SpeedChart: Description: Computer, Personal desktop One Asset

Step	Action
22.	<p>A message displays.</p> <p>Click the Yes button to wait for the process to complete.</p> <p>Yes</p>
23.	<p>Once the process is finished, click the Summary tab to view your voucher status.</p> <p>Summary</p>



The screenshot shows the Oracle AP220-T Managing Travel Expenses interface. The top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The page title is "Regular Entry". The page has tabs for Summary, Related Documents, Invoice Information, AOC MD Payment, Payments, Voucher Attributes, and Error Summary. The Summary tab is selected. The page displays the following information:

Business Unit:	MDJUD	Invoice Date:	02/20/2013
Voucher ID:	AOC12345	Invoice No:	INV-123
Voucher Style:	Regular	Invoice Total:	350.00 USD
Contract ID:		Pay Terms:	Due Now
Vendor Name:	STAPLES 300 Pear Tree Ln Strongsville, OH 28371	Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	No Match	Created:	02/20/2013
Approval Status:	Approved	Created By:	tara.dean
Post Status:	Unposted	Modified:	02/20/2013
		Modified By:	tara.dean
Doc ToI Status:	Valid	ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		
*View Related:	Payment Inquiry		

At the bottom of the page, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display. A breadcrumb trail is also present at the bottom: Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary.

Step	Action
24.	<p>The Summary page displays.</p> <p>Verify that the Budget Status displays "Valid".</p>
25.	<p>You have successfully completed the <i>Managing Voucher Budget Exceptions</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - View budget exceptions noted on a voucher <p>End of Procedure.</p>

Lesson 4: Reviewing Voucher Information

Lesson Overview

When vouchers are entered in GEARS, you are able to view details associated with the transaction including the related payment information.

Lesson Objectives

After completing this lesson, you will be able to:

- Review voucher information, including statuses, invoice information, payment information, and related transactions
- the Payment History by Vendor Report

4.1 Reviewing Voucher Information

A voucher contains several tabs / pages which provide summary and details, including:

- Summary tab
- Related Documents
- Invoice Information
- MD AOC Payment




In this topic you will review the pages within the voucher component.


After completing this topic, you will have reviewed the following information within the voucher component:

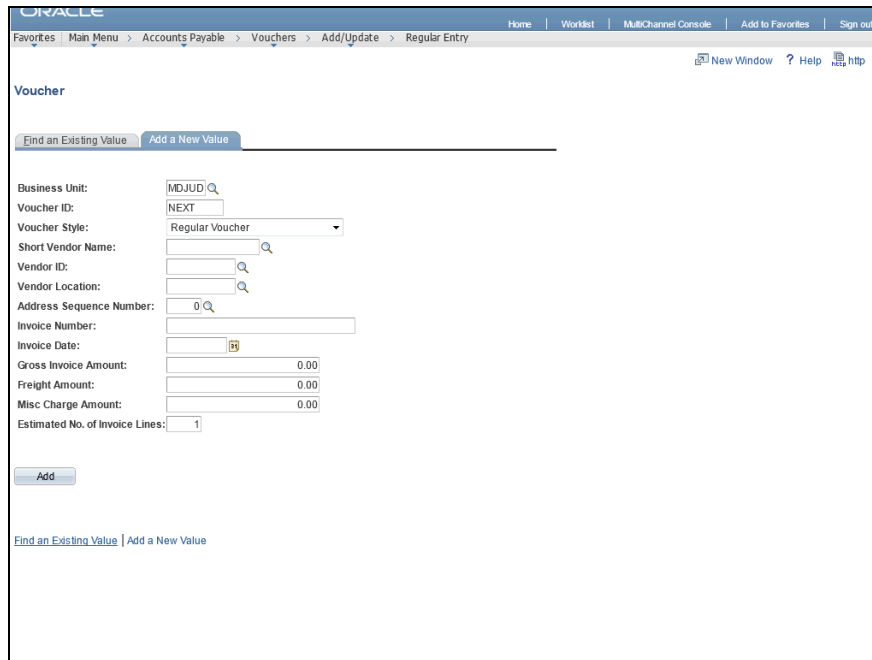
- Voucher statuses
- Voucher summary information
- Voucher related transaction information
- Invoice information
- Payment reference information from the State of Maryland General Accounting Division (GAD)

Procedure

In this topic, you will review the pages within the voucher entry component.

Step	Action
1.	Click the Accounts Payable link. 
2.	Click the Vouchers link. 
3.	Click the Add/Update link. 

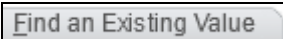
Step	Action
4.	Click the Regular Entry link. 



The screenshot shows the Oracle Voucher - Add a New Value page. The breadcrumb trail is: Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The page title is "Voucher". Below the title are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is active. The form contains the following fields:

- Business Unit: MDJUD
- Voucher ID: NEXT
- Voucher Style: Regular Voucher (dropdown menu)
- Short Vendor Name: (empty field with search icon)
- Vendor ID: (empty field with search icon)
- Vendor Location: (empty field with search icon)
- Address Sequence Number: 0 (empty field with search icon)
- Invoice Number: (empty field)
- Invoice Date: (empty field)
- Gross Invoice Amount: 0.00
- Freight Amount: 0.00
- Misc Charge Amount: 0.00
- Estimated No. of Invoice Lines: 1

At the bottom of the form is an "Add" button. Below the form are two links: "Find an Existing Value" and "Add a New Value".

Step	Action
5.	The Voucher - Add a New Value page displays. Click the Find an Existing Value tab. 

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ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window ? Help http

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = MDJUD

Voucher ID: begins with

Invoice Number: begins with

Invoice Date: =

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

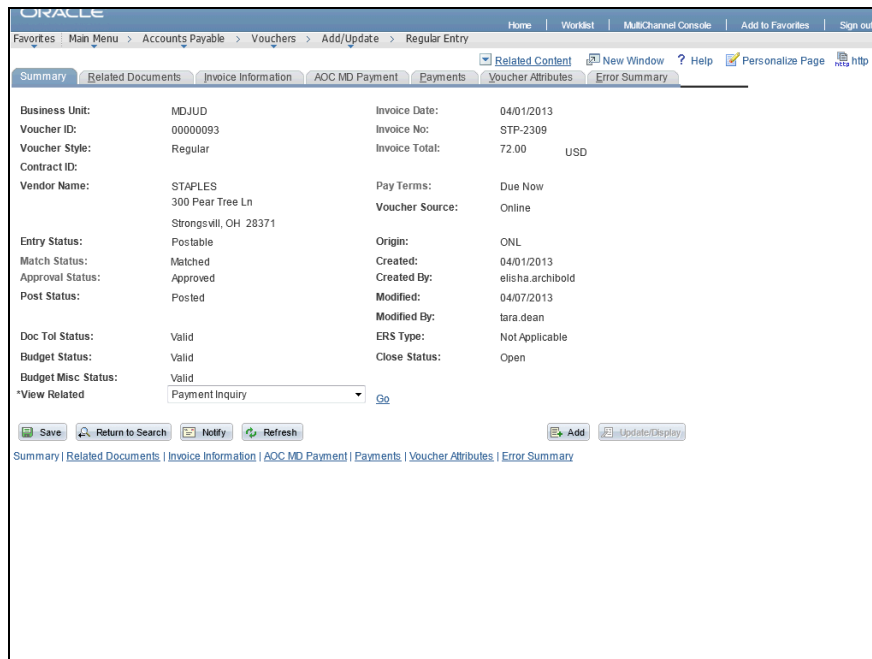
Voucher Source: =


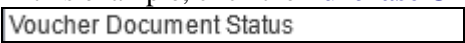


☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
6.	<p>The Voucher - Find an Existing Value page displays.</p> <p>Enter values in one or more search fields to locate the voucher. Enter the voucher number, if known.</p>
7.	<p>Click the Search button.</p> <p>NOTE: When you enter the voucher number as search criterion, you are directed to the Summary page for the voucher.</p> <p>Search</p>



Step	Action
8.	<p>The Summary page of the voucher lists a summary of the voucher gross amount, payment terms, source, status, information about the user that last modified the voucher and when, and links to related information.</p> <p>The Summary page only displays after a voucher is saved.</p>
9.	<p>The voucher statuses display in the bottom left corner of the page including:</p> <ul style="list-style-type: none"> - Entry Status - Approval Status - Budget Status - Post Status
10.	You can review when the voucher was created, by whom, and when it was last modified.
11.	When applicable, you can access the inquiry pages of related transactions using the View Related drop-down list.
12.	<p>Click the View Related list.</p> 
13.	<p>In this example, click the Purchase Order Inquiry list item.</p> 
14.	<p>Click the Go link to open the inquiry page.</p> 
15.	<p>The inquiry page opens in a new window.</p> <p>After reviewing the inquiry page, click the Close button to return to the voucher.</p> 

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ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

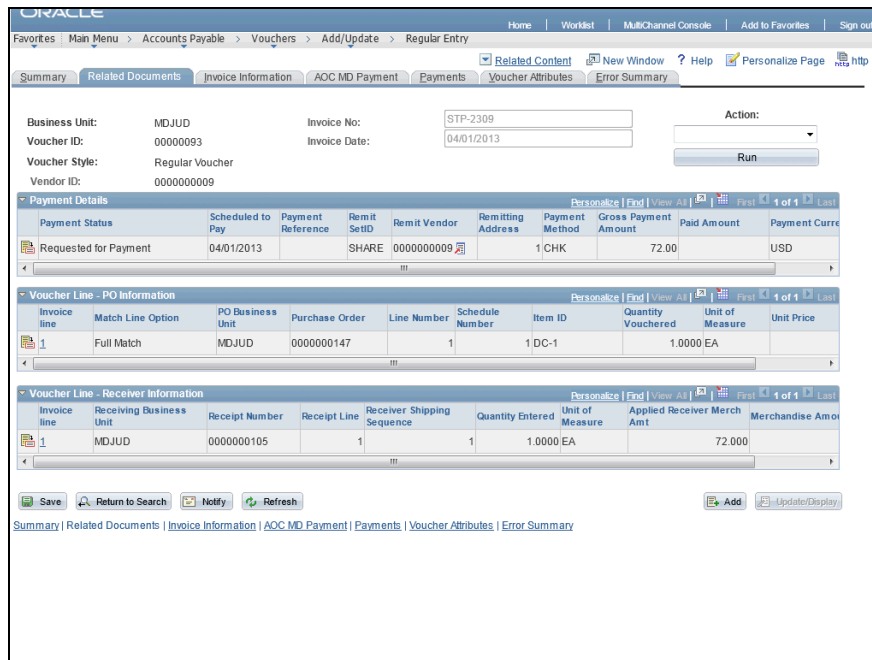
Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | **Related Content** | New Window | Help | Personalize Page | http

Business Unit: MDJUD Invoice Date: 04/01/2013
 Voucher ID: 00000093 Invoice No: STP-2309
 Voucher Style: Regular Invoice Total: 72.00 USD
 Contract ID:
 Vendor Name: STAPLES Pay Terms: Due Now
 300 Pear Tree Ln Voucher Source: Online
 Strongsville, OH 28371
 Entry Status: Postable Origin: ONL
 Match Status: Matched Created: 04/01/2013
 Approval Status: Approved Created By: elisha.archibold
 Post Status: Posted Modified: 04/07/2013
 Modified By: tara.dean
 Doc Tol Status: Valid ERS Type: Not Applicable
 Budget Status: Valid Close Status: Open
 Budget Misc Status: Valid
 *View Related Purchase Order Inquiry Go

Save Return to Search Notify Refresh Add Update/Display

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Step	Action
16.	<p>The Summary page for the voucher displays.</p> <p>Click the Related Documents tab.</p> <p>Related Documents</p>



Step	Action
17.	<p>The Related Documents page displays.</p> <p>This page displays documents that have been associated with the voucher, including payments.</p>
18.	<p>The Payment Details section displays actual payment information for payments disbursed by the Judiciary (e.g., Return of Escrow payments). This information includes the status, scheduled pay date, payment method, and paid amount.</p> <p>NOTE: Payment information for State issued warrants is displayed on the AOC MD Payment page.</p>
19.	<p>Click the Invoice Information tab.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Invoice Information</div>

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ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Related Content | New Window | Help | Personalize Page | http

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Business Unit: MDJUD Invoice No: STP-2309 Action:
 Voucher ID: 00000093 Invoice Date: 04/01/2013
 Voucher Style: Regular Voucher Accounting Date: 04/01/2013
 Run

Vendor ID: 000000009 STAPLES
 ShortName: STAPLES01-009 300 Pear Tree Ln
 Location: 009 Strongsville, OH 28371
 *Address: 1
 Session Defaults
 Attachments (1)
 Comments (1)

Advanced Vendor Search

Invoice Lines: 72.00 *Pay Terms: NET100 Due Now
 *Currency: USD Basis Date Type: Acct Date
 Miscellaneous:
 Freight:
 Total: 72.00
 Difference: 0.00
 Calculate

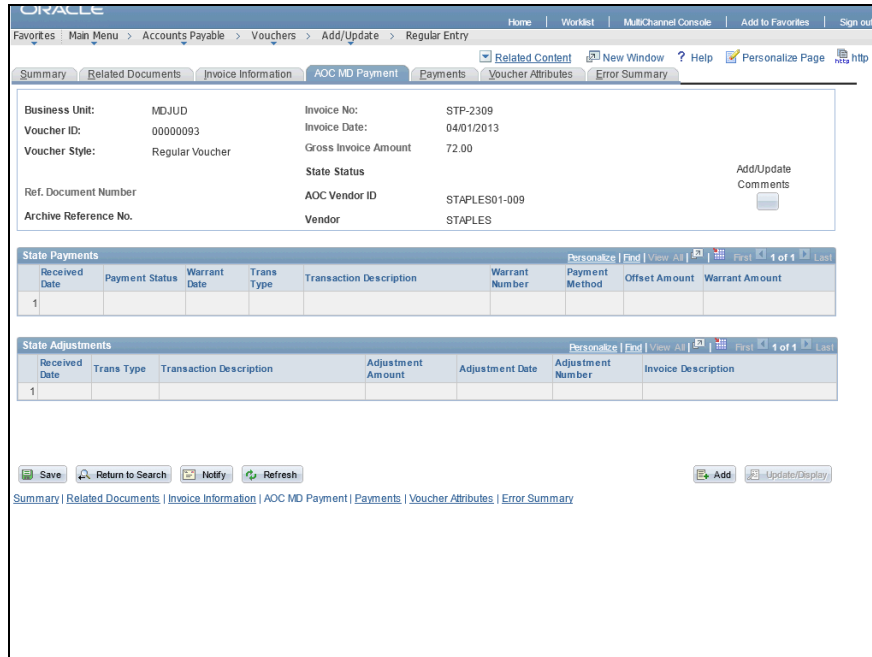
Non Merchandise Summary
 Print Invoice

Copy From Source Document
 PO Unit:
 PO Number:
 Copy From: None Go
 Copy PO

Invoice Lines
 Line: 1 Item: DC-1 UOM: EA
 *Distribute by: Quantity Unit Price: 72.00000 Quantity: 1.0000
 Ship To: 02 Line Amount: 72.00
 SpeedChart: Description: Stamps, Rubber
 Force Price
 One Asset
 Calculate
 Purchase Order & Receiver Info
 Associate Receiver(s)

Step	Action
20.	The Invoice Information page displays. Use the Invoice Information page to enter/update voucher header, line, and distribution (accounting) information.
21.	View voucher header information including, the voucher ID, invoice number and date, accounting date, vendor information, and the total amount of the voucher.
22.	View attachments and comments using the respective links. In this example, one attachment and one comment has been added.
23.	View line information for a voucher in the Invoice Lines sections. When a voucher has more than one line, scroll through the lines using the arrow buttons or click the View All link to view all line at once.
24.	View funding information for a line in the Distribution Lines section for the line.
25.	The following Chartfield information displays on the GL Chart tab: - Account - Batch Agency - Fund - Program - Appropriation Number - Appropriation Year - Program Cost Account (PCA) - Project Business Unit (Grants and Capital Projects) - Project ID (Grants and Capital Projects) - Activity (Grants and Capital Projects)

Step	Action
26.	<p>Click the AOC MD Payment link at the bottom of the page.</p> <p>NOTE: You can also access payment information by clicking the AOC MD Payments tab at the top of the page.</p> <p>AOC MD Payment</p>



Step	Action
27.	<p>The AOC MD Payment page displays payment details transmitted to the Judiciary by the State of Maryland General Accounting Division (GAD).</p> <p>Only users with access to the voucher entry component can view this payment reference information.</p>
28.	<p>At the top of the page, you can view the following payment information for the voucher:</p> <ul style="list-style-type: none"> - Archive Reference Number (ARN) related to the warrant - State Status which indicates: <ol style="list-style-type: none"> 1) delivery of payment request to the State displayed as "Submitted to State (TRN)", or 2) the receipt of payments details from the State displayed as "Paid by State (HX)" <p>In this example, a payment request for the voucher has not been sent to the State; therefore, no information is available.</p>

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Step	Action
29.	<p>In the State Payments and State Adjustments sections the following information is available when payment reference information is received from the State:</p> <ul style="list-style-type: none"> - Warrant information (warrant number, date, payment method amount, etc.) - Transactional activity including adjustments, stop payments, re-issues, voided warrants
30.	<p>You have successfully completed the <i>Reviewing Voucher Information</i> topic.</p> <p>You have reviewed with the following topics and concepts:</p> <ul style="list-style-type: none"> - Viewing voucher summary information - Viewing voucher related transaction information - Viewing invoice information - Viewing payment information from the State of Maryland General Accounting Division (GAD) <p>End of Procedure.</p>

4.2 Running the Payment History by Vendor Report (APY2000)





The Payment History by Vendor Report provides a register of payments for a vendor. Using the Print Options radio buttons on the Payment History by Vendor page, you can generate either a Detail, or a Summary version of this report.

After completing this topic, you will be familiar with:

- Running the Payment History by Vendor Report

Procedure

In this topic, you will run the **Payment History by Vendor Report**.

Step	Action
1.	Move the scrollbar down to the Accounts Payables link.
2.	Navigate to the Payment History by Vendor page. Click the Accounts Payable link. 
3.	Click the Reports link. 
4.	Click the Vendor link. 
5.	Click the Payment History by Vendor link. 

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ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Reports > Vendor > Payment History by Vendor

New Window ? Help http

Payment History by Vendor

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Run Control ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
6.	<p>The Payment History by Vendor search page displays.</p> <p>Click the Add a New Value tab.</p> <p>Add a New Value</p>

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Reports > Vendor > Payment History by Vendor

New Window ? Help http

Payment History by Vendor

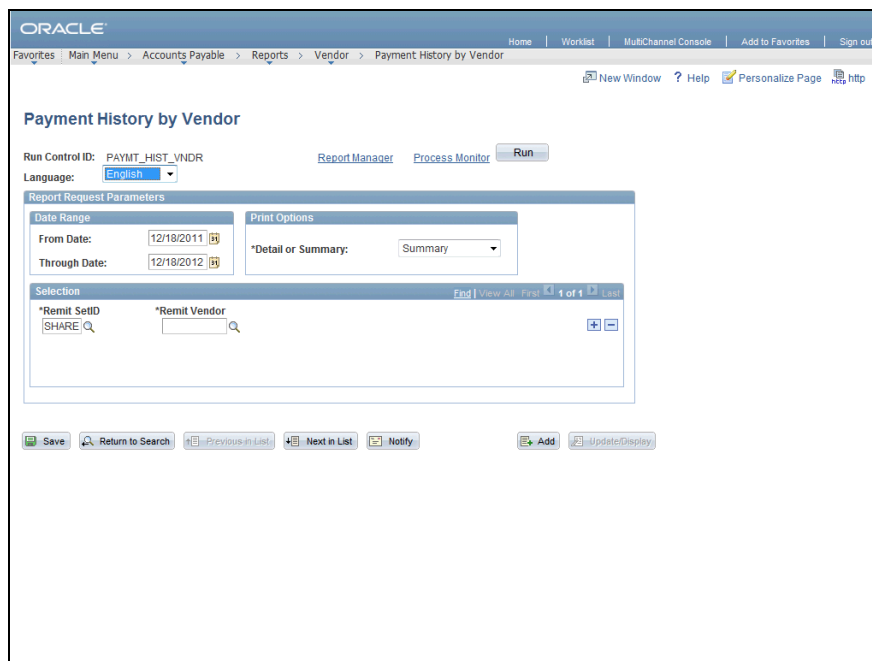
Find an Existing Value | Add a New Value

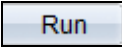
Run Control ID:

Add

Find an Existing Value | Add a New Value

Step	Action
7.	<p>The Add a New Value tab displays.</p> <p>Enter the desired information into the Run Control ID field. Enter a valid value e.g. 'PAYMT_HIST_VNDR'.</p> <p>NOTE: Once the Payment History by Vendor report has been run using the run control 'PAYMT_HIST_VNDR' at least one time, subsequent Payment History by Vendor report requests will use the same run control.</p>
8.	Click the Add button.



Step	Action
9.	<p>The Payment History by Vendor page displays.</p> <p>Click the Run button.</p> <p></p>

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ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Reports > Vendor > Payment History by Vendor

New Window ? Help Personalize Page Saved

Process Scheduler Request


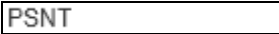

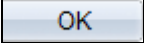
User ID: andrew.somers Run Control ID: PAYMT_HIST_VNDR

Server Name: Run Date: 03/27/2013

Recurrence: Run Time: 12:24:02PM

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	APX2000	APX2000	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Payment History By Vendor	APY2000-	Crystal	Web	PDF	Distribution

Step	Action
10.	<p>The Process Scheduler Request page displays.</p> <p>Click the Server Name list.</p> 
11.	<p>Click the PSNT list item.</p> 
12.	<p>Click the Select option for the Payment History By Vendor process.</p> 
13.	<p>Click the OK button.</p> 

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Reports > Vendor > Payment History by Vendor

New Window ? Help Personalize Page http

Payment History by Vendor

Run Control ID: PAYMT_HIST_VNDR [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Process Instance: 14667

Report Request Parameters

Date Range

From Date: 12/18/2011 To
Through Date: 12/18/2012 To

Print Options

*Detail or Summary: Summary

Selection Find | View All First 1 of 1 Last

*Remit SetID
SHARE

*Remit Vendor

Save Return to Search Previous in List Next in List Notify Add Update/Display

Step	Action
14.	<p>The Payment History by Vendor page displays.</p> <p>Click the Process Monitor link.</p> <p>Process Monitor</p>

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Reports > Vendor > Payment History by Vendor

New Window ? Help Personalize Page http

[Process List](#) [Server List](#)

Actions

User ID neil.shahi Type Last 3 Days Refresh

Server Name Instance to

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All First 1 of 9 Last

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	14667		Crystal	APY2000-	neil.shahi	12/18/2012 2:43:40PM PST	Queued	N/A	Details
<input type="checkbox"/>	14666		Crystal	APY2000-	neil.shahi	12/18/2012 2:39:34PM PST	Success	Posted	Details
<input type="checkbox"/>	14663		Crystal	APY1020-	neil.shahi	12/18/2012 2:13:57PM PST	Success	Posted	Details
<input type="checkbox"/>	14662		BI Publisher	APX1020	neil.shahi	12/18/2012 2:11:02PM PST	Success	Posted	Details
<input type="checkbox"/>	14661		Crystal	APY1020-	neil.shahi	12/18/2012 2:09:59PM PST	Success	Posted	Details
<input type="checkbox"/>	14660		Crystal	APY1010-	neil.shahi	12/18/2012 1:55:34PM PST	Success	Posted	Details
<input type="checkbox"/>	14656		PSJob	DUP_VNDR	neil.shahi	12/18/2012 1:41:28PM PST	Success	Posted	Details
<input type="checkbox"/>	14647		PSJob	DUP_VNDR	neil.shahi	12/18/2012 1:29:10PM PST	Success	Posted	Details
<input type="checkbox"/>	14638		PSJob	DUP_VNDR	neil.shahi	12/18/2012 1:19:36PM PST	Success	Posted	Details

Go back to Payment History by Vendor

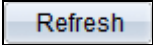

Save Notify

Process List | [Server List](#)

Training Guide

AP220-T Managing Travel Expenses



Step	Action
15.	The Process Monitor - Process List page displays. The process you ran is listed by process instance number in the Process List section.
16.	Click the Refresh button until the Run Status reads " Success " and the Distribution Status reads " Posted ". 
17.	Click the Details link. 

The screenshot shows the Oracle Process Detail page. The breadcrumb trail is: Favorites | Main Menu > Accounts Payable > Reports > Vendor > Payment History By Vendor. The page title is 'Process Detail'. The process information is as follows:

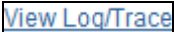
Process	
Instance	14667
Type	Crystal
Name	APY2000-
Description	Payment History By Vendor
Run Status	Success
Distribution Status	Posted

Below the process information, there are two main sections:

- Run**: Contains 'Run Control ID TEST', 'Location Server', 'Server PSNT', and 'Recurrence'. To the right is an 'Update Process' button with a dropdown menu containing: Hold Request, Queue Request, Cancel Request, Delete Request, and Restart Request.
- Date/Time**: Contains a table of timestamps:

Date/Time	Actions
Request Created On: 12/18/2012 2:43:58PM PST	Parameters Transfer
Run Anytime After: 12/18/2012 2:43:40PM PST	Message Log
Began Process At: 12/18/2012 2:44:29PM PST	Batch Timings
Ended Process At: 12/18/2012 2:44:42PM PST	View Log/Trace

At the bottom, there are 'OK' and 'Cancel' buttons.

Step	Action
18.	The Process Detail page displays. Click the View Log/Trace link. 

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Reports > Vendor > Payment History by Vendor

New Window ? Help Personalize Page nls http

View Log/Trace

Report

Report ID: 10952 Process Instance: 14667 [Message Log](#)

Name: APY2000- Process Type: Crystal

Run Status: Success

Payment History By Vendor

Distribution Details

Distribution Node: PSNT Expiration Date: 12/25/2012

File List

Name	File Size (bytes)	Datetime Created
APY2000- 14667.PDF	38,335	12/18/2012 2:44:42.528198PM PST
CRW APY2000- 14667.log	0	12/18/2012 2:44:42.528198PM PST
psalltrace.trc	490	12/18/2012 2:44:42.528198PM PST

Distribute To

Distribution ID Type	Distribution ID
User	neil.shahi

[Return](#)

Step	Action
19.	<p>The View Log/Trace page displays.</p> <p>Click the APY2000- 14667.PDF link.</p> <p>APY2000- 14667.PDF</p>

ORACLE

Report ID: APY2000 PeopleSoft Accounts Payable Page No. 1

From: To: Run Date 12/18/2012 Run Time 2:45:39 PM

Remit Vendor:









Payment Currency:

Bank Account:

Payment Ref	Date	Handling	Status	Remit to	Pay Cycle	Seq	Payment Amount	Document Sequence
				Unit	Voucher ID	Invoice ID	Invoice Date	Discount Taken
							Paid Amount	

Total For Payments
Total For Bank Account
Total For Currency

End of Report

Training Guide

AP220-T Managing Travel Expenses



Step	Action
20.	<p>The Payment History by Vendor Report displays in a new window.</p> <p>Review the Report.</p>
21.	<p>You have successfully completed the <i>Running the Payment History by Vendor Report</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none">- Run the Payment History by Vendor Report <p>End of Procedure.</p>

Course Summary



Congratulations!

You have successfully completed the *AP220-T Managing Travel Expenses* course. In this course, you have learned how to:

- Enter travel expense vouchers
- Attach invoice/supporting documents to vouchers
- Submit vouchers for approval
- Budget check a travel reimbursement voucher
- Monitor and manage voucher budget checking exceptions
- View the voucher summary and voucher information
- View related payments

We hope that you found this class informative, interactive, and fun. Check out other GEARS training courses, available on the GEARS website at <http://courtnet/gears/index.html> (<http://courtnet/gears/index.html>).

We are always looking for opportunities to improve our courses. If you have ideas on improving this course please share your feedback by sending us an email at gears@mdcourts.gov (<mailto:gears@mdcourts.gov>).